



PIEDMONT

INTERNATIONAL UNIVERSITY

ALFORD SCHOOL OF MINISTRY DOCTOR OF MINISTRY HANDBOOK

2018-2019

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I. General Information

a. D.Min. Program Description

The Doctor of Ministry is an advanced professional degree. The Doctor of Ministry program is designed for ministry professionals who desire to excel in the practice of ministry. Participants in the program are afforded the opportunity for advanced education while remaining active in their local ministries. The Doctor of Ministry presupposes active ministry involvement in vocational ministry and requires three years of active ministerial service following the completion of a ministry related master's degree. Consult the administration or admissions counselor for variance in this requirement based on candidate's age and previous ministry experience. The Doctor of Ministry program builds upon the Master of Divinity Degree or its equivalent (72 hrs.) and the required ministry experience. Students who hold the M.A. or M.A.B.S. may complete additional coursework until reaching the M. Div. or its 72 hours equivalency. Students entering the program on the M.A.B.S. or M.Div. equivalency basis may remove deficiencies while enrolled in the Doctor of Ministry program with special permission from the Administration.

While the Doctor of Ministry program is general in scope and intent, participants select one of the following concentrations:

1. Pastoral Leadership
2. Expository Preaching
3. Pastoral Counseling
4. Missions
5. Discipleship/Christian Education

i. Piedmont International University Mission

Piedmont International University is an established provider of quality, Bible-centered higher education for effective lifetime ministry. We are driven by our love for students and alumni and are committed to their success. We serve churches by equipping leaders to obey the Great Commandment and fulfill the Great Commission.

ii. **Piedmont International University General Objectives**

Piedmont International University has both specific and general objectives. The specific objectives are stated for each program of study and are listed immediately preceding each curriculum in the academic catalogs.

General objectives in the education of all students enrolled at Piedmont International University are as follows:

1. **Christian Maturity** – To cultivate Christian living so that graduates will:
 - a. Practice a quiet time in the Scripture
 - b. Demonstrate an effective prayer life
 - c. Witness to other of the salvation available through Jesus Christ
 - d. Join, faithfully attend, and actively serve in a Bible-believing local church
 - e. Exhibit holy character through obedience to Christian principles
 - f. Obey the will of God for their lives
2. **Biblical Knowledge** – To inculcate a comprehensive knowledge of the Bible so that graduates will:
 - a. Develop a thorough working knowledge of Bible doctrine and systematic theology
 - b. Cultivate a biblical worldview
 - c. Interpret accurately the Bible using the Dispensational, Premillennial hermeneutic
3. **Christian Service** – To instill a vision for and commitment to Christian service so that graduates will:
 - a. Engage in vocational Christian service as God leads
 - b. Serve effectively in a local church ministry
 - c. Participate in the cause of world missions
4. **General Education** – To broaden the general education of students for effective living as Christians:

- a. Communicate effectively in speech and writing, demonstrating skills such as creative expression, exposition and argumentation
 - b. Interpret and evaluate experiences, literature, language and ideas in critical, logical and constructive ways
 - c. Develop aesthetic sensitivities and enhanced creativity
 - d. Cultivate knowledge of other cultures and appreciation for diversity
 - e. Construct a historical nexus for an appreciation of all other disciplines
5. **Professional Skills** – To teach students the specialized skills, knowledge and attitudes necessary for competent Christian service so that graduates will:
- a. Minister as pastors, church staff members, evangelists, missionaries, or Christian educators
 - b. Exhibit traits and skills necessary for spiritual leadership
 - c. Be equipped to enter graduate-level professional programs of study
6. **Personal Growth** – To foster the personal development of the individual student so that graduates will:
- a. Practice a wholesome balance in diet, exercise, rest and recreation
 - b. Synthesize biblical principles of physical, emotional and social health
 - c. Demonstrate habits of courtesy and thoughtfulness
 - d. Exhibit social skills and graces

iii. **Temple Baptist Seminary Objectives**

- 1. Proficiency in applying a literal hermeneutic leading to:
 - a. A deeper understanding of Biblical truth
 - b. A knowledge of theology that is Biblical and articulation of a view of Scripture that is Dispensational and Pre-Millennial

- c. A practice of a Biblical worldview
- 2. Possession of professional skills demonstrated by:
 - a. Conducting advanced research in Biblical studies
 - b. Communicating the Bible effectively to contemporary audiences through preaching, teaching, and writing
 - c. Using technology and media to enhance communication
- 3. Preparation for godly leadership to equip for:
 - a. Influencing people toward God's purpose
 - b. Implementing Biblically sound theology in the practice of ministry
 - c. Engaging in global outreach that is Biblically sound and culturally relevant

iv. **D.Min. Program Objectives**

- 1. Demonstrate competence in assessing and analyzing the effectiveness of a ministry to meet the determined Biblical goals
- 2. Develop a strategy to initiate and lead a growing ministry in a pluralistic contemporary culture
- 3. Demonstrate skill in a high-level applied biblical research in a significant area of ministry and present it in a professional format
- 4. Chart a course for lifelong learning and ministry development

v. **Accreditation and Authorization**

- 1. Accredited by the Transnational Association of Christian Colleges and Schools, P.O. Box 328, Forest, VA 24551. Telephone: (434) 525-9539
- 2. Chartered (1947) by the State of North Carolina as an educational institution
- 3. Recognized by all appropriate federal agencies, such as the United States Department of Education, the Veterans Administration, and the Department of Justice
- 4. Approved by the Association of Christian Schools International

5. A member of the National Association of Independent Colleges and Universities
6. A member of the American Association of Christian Colleges and Seminaries
7. Approved for the preparation of military, hospital, and law enforcement chaplains
8. Authorized for federal financial aid
9. A member of the Carolinas Association of Collegiate Registrars and Admissions Officers. Graduate degree programs of study offered by Piedmont International University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards. Piedmont International University is an independent Baptist institution with affiliation with no particular group but enjoys rapport with various fundamental and separatist fellowships and groups, unaffiliated groups, and other groups who take the same doctrinal and ecclesiastical positions as Piedmont.

vi. **Length of Program**

The program is 30 semester hours, with graduation upon completion of the prescribed courses (including Transfer) with a minimum overall GPA of 3.00 (with no more than one C, allowed only in the Core), and passing the oral defense upon completion of the D.Min. Project, along with submitting an acceptable D.Min. Project. The maximum time limit to complete the D.Min. Degree is five years.

vii. **University Facts**

Colors	Navy, Colombia Blue, Gray
Mascot	Bruins
Theme Verse	Colossians 1:18 b
Chancellor	Dr. Stephen Condon

President	Dr. Charles Pettit
Founder	Dr. Charles Stevens
Founded	1945
Accrediting Agency	Transnational Association of Christian Colleges and Schools (TRACS)
Address	420 Broad St. Winston-Salem, NC 27101
Telephone Number	(336) 725-8344
Fax Number	(336) 725-5522
Web Address	www.piedmontu.edu

viii. **Statement of Faith**

1. **The Scriptures**

We believe that the Holy Bible was written by men divinely inspired and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error, for its matter; that it reveals the principles by which God will judge us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which conduct, creeds, and religious opinions should be tried.

2. **The Godhead**

There is one and only one living and true God, an intelligent, spiritual and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfection, whom we owe the highest love, reverence and obedience. He is revealed to us as a Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.

3. **God the Son**

We believe that the Lord Jesus Christ was begotten of the Holy Spirit without a human father, born of a virgin, and is truly God and truly man, that His deity is absolute, wholly unique, and singular.

4. **God the Holy Spirit**

We believe in the personality and deity of the Holy Spirit, the third person of the trinity, who is the divine interpreter of the infallible word, who convicts the world, regenerates and indwells every true believer, testifies of Christ, energizes, enlightens, and constrains in the way of holiness.

5. **The Fall of Man**

We believe, according to the teachings of Scripture that man was created a moral being in the image of God after His likeness, but man by voluntary transgression fell from his original sinless state. In consequence, the whole human race was involved in guilt, making all mankind now sinners, depraved in nature, spiritually dead, subject to the powers of evil, void of holiness, positively inclined to evil, and hopeless apart from divine grace.

6. **The Resurrection of Christ**

We believe in the resurrection of the crucified body of Christ, that this body, which was raised from the dead according to the Scriptures, was a literal body consisting of flesh and bone and that He ascended into Heaven and “sitteth on the right hand of God” as the believer’s High Priest and Advocate.

7. **The Way of Salvation**

We believe that salvation, according to the Scriptures, is wholly by grace through faith plus nothing. This salvation of the ill-deserving sinner is based upon the finished work of the Lord Jesus Christ, who became the sinner’s substitute before God and died a provisionary sacrifice for the sins of the whole world. Since the natural man is dead in trespasses and sins, at enmity against God, and blinded by sin and Satan to his own condition, it is only through the operation of the Holy Spirit using the Word that man is brought to repentance and faith. No degree of reformation, however great; no attainment in morality, however refined; no culture, however attractive; no ordinance or ceremony, however ancient and sacred; no

feeling, however satisfying; no sincerity, however approved; no church membership, however authenticated, can in the least degree add to the value of the precious blood or to the merits of that finished work wrought for us by the Lord Jesus Christ.

8. **Justification**

Justification is God's gracious and full acquittal, upon principles of righteousness, of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any work of righteousness which we have done, but as a state of most blessed peace and favor with God, and secures every other needed blessing.

9. **The Freeness of Salvation**

The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher, Savior, and Lord.

10. **The Security of the Believer**

We believe that all born-again persons are eternally secure in Christ, since the Scriptures teach that our justification before God rests upon the finished work of Christ alone and forever remains the unchanging grounds of the believer's faith. This security is further guaranteed by the continuous High Priestly work of Christ in Heaven itself and by the work of the Holy Spirit who wrought in the believer regeneration and performs an unceasing ministry within his soul.

11. **The Church**

We believe that the church, the body of Christ, is composed of all those who have true faith in the Lord Jesus Christ. We further believe that the visible church or assembly is a congregation of baptized believers associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, the true head of the church; looking to the Holy Spirit, the administrator, for guidance

in exercising the gifts, rights, and privileges invested in the believer by His Work.³

12. The Obligation of Holiness

We believe that all believers in the Lord Jesus Christ are called into a life of separation from the world to which they have been crucified by the death of Christ, and should abstain from worldly lust and such practices and habits as will retard spiritual growth or cause others to stumble and thus bring reproach upon the cross of Christ. The believer is called upon to walk worthily, keeping himself unspotted from the world, and to be zealous of good works.

13. The Evangelization of the World

We believe in the evangelization of the world, placing emphasis upon the task of reaching the individual with the gospel and its implications, and that no humanitarian and philanthropic schemes may be substituted for the preaching of the Cross.

14. Biblical Interpretation

We believe in accepting the literal teaching of the Word. “When the plain sense of Scripture makes common sense, seek no other sense.” Therefore, every declaration is to be taken in its primary, ordinary, literal, and most obvious meaning unless the facts of the context and the well-defined laws of language clearly indicate the terms either to be symbolic or figurative and not literal. Whatever is not literal must be explained in the light of other passages which are literal.

15. Creation

We believe in the Genesis account of creation, which teaches that all things found their origin in God Who created by His own fiat, instantaneously, every living thing after its kind.

16. The Return of Christ

We believe, according to Scriptures, in the sure return of the Lord Jesus Christ; that this second coming will be a literal, bodily, personal return; that His coming for His bride, the Church,

constitutes the “Blessed Hope” set before us, for which we should be constantly looking. We believe that His coming will be premillennial.

17. **Eschatology**

- a. **The righteous dead:** We believe that the souls of those who trusted in Christ for salvation will go immediately at death into His presence and there remain in conscious bliss until the resurrection of the righteous dead at the second coming when soul and body shall be reunited to ever be with the Lord in glory.
- b. **The unrighteous dead:** We believe that the souls of the lost remain after death in conscious misery until the final judgment of the great white throne when the soul and body will be reunited in resurrection to be arraigned before God in judgment and then cast “into the lake of fire, which is the second death” to be “punished with everlasting destruction from the presence of the Lord and the glory of His power.”

18. **Satan**

We believe in the reality of the person of Satan, “that old serpent, called the Devil and Satan, which deceiveth the whole world.

ix. **Points of Conviction**

1. **Civil government**

We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) the church, and (3) the state. Every person is subject to these authorities, but all, including the authorities themselves, are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; I Pet. 2:13-14)

2. **Human sexuality**

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

3. Family relationships

We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Gen. 1:26-28; Exod. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Gal. 3:28; Eph. 5:21-33, 6:1-4; Col. 3:18-21; I Tim. 2:8-15, 3:4-5, 12; Heb. 13:4; I Pet. 3:1-7)

4. Lawsuits between believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Cor. 6:1-8; Eph. 4:31-32)

5. Abortion

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5, 139:14-16; Isa. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:44)

b. Admissions Policies and Procedures

i. General Admission Requirements

The Seminary admits into the D.Min. Program academically qualified students who are born again and possess a Christian testimony consistent with the philosophy, doctrine, standards, and practice of the Seminary.

ii. Specific Admission Requirements (*Level One--Program Admission Status*)

1. Master of Divinity degree or its equivalent from a recognized seminary or graduate school. M.Div. equivalency may be achieved by completing an acceptable master's degree and 72 total applicable credit hours.*
2. A graduate grade point average of 3.00 or above or demonstration of superior ability and potential for success in doctoral work.
3. Active ministry experience with a minimum of three years' experience following the completion of related master's degree. There is some variance for this requirement based on the candidate's age and previous ministry experience. Consult the program advisor or admissions counselor for details.
4. Complete resume.
5. Writing sample (an essay, research paper, or a critical book review).
6. Completed PIU application, including
 - a. Clear statement of salvation
 - b. Clear statement of call to ministry
 - c. Affirmation of the doctrinal statements of PIU
 - d. Clear statement of reasons for attending PIU

- e. Affirmation of call to ministry and seminary from a local church
- f. Recommendation from the pastor
- g. Recommendation from a second church leader

7. Approval of the Administration.

Note: *A student may request a leave of absence from the D.Min. Program for a period up to one year. If the leave of absence is granted, the student will not pay any tuition or fees during the leave. The request should be submitted in writing to the faculty advisor and Dean of the Alford School of Ministry. A leave of absence may not be taken during the time the student is writing the D.Min. Project report.*

** D.Min. Admission based on M.Div. Equivalency Policy: D.Min. Admission based on M.Div. equivalency requires a seminary master's degree and a total of 72 graduate/ seminary credit hours with a 3.00 GPA or above that are applicable in an accredited M.Div. program.*

iii. **Admission with Deficiencies**

D.Min. applicants who, while meeting all the other requirements are deficient up to 9 semester hours may be admitted with deficiencies. Deficiency courses must be taken prior to or concurrent with D.Min. courses. The minimum required grade in a deficiency course is a "C." Deficiency courses do not count toward the D.Min. GPA or the D.Min. credit requirements.

iv. **Non-Program Students**

1. D.Min. applicants meeting all other admission requirements but deficient in GPA may be admitted as non-program students for nine hours to achieve the required GPA.
2. D.Min. applicants meeting all other admission requirements, including the necessary GPA, but lacking more than twelve hours of deficiencies, may be admitted as non-program students for the number of hours determined by the Graduate Admissions Committee.
3. Applicants with an appropriate Master's degree who do not desire to pursue a D.Min. degree but wish to take D.Min. level courses may be

admitted as non-program students and permitted to take courses with appropriate approval.

4. Non-program students may apply for admission into the D.Min. program upon successfully meeting all the admission requirements. Non-program students may apply for admission into the D.Min. with deficiencies upon successfully completing all the admission requirements except for twelve or fewer hours of deficiencies. Non-program students who meet the admissions requirements but have chosen not to pursue a degree are under no credit hour limit or language concurrence policy requirements.
5. Non-program students are not eligible for federal financial aid.

c. Transfer of Credits

D.Min. students transferring from a recognized seminary or university must follow the general application policies and procedures. The minimum grade for transfer into the D.Min. is a B. The maximum credit hours for transfer into the D.Min. from another D.Min. program is 50% of the Piedmont D.Min. requirements.

d. FERPA

A student's record is confidential. The release of information from a student's permanent record is governed by federal law. 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, Piedmont International University 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, you are notified of the following:

1. **Right to Inspect:** You have the right to review and inspect substantially all of your educational records maintained by or at this institution.

2. **Right to Control Disclosures:** The provisions of FERPA permit the disclosure of only limited and basic information regarding students. With the exceptions of certain records which are excluded from the application of FERPA, it is the intent of this institution to restrict the disclosure of your educational records to only those instances when your prior written consent has been obtained.
3. **Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
4. **Right to Complain to FERPA Office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.
5. **Right to Obtain Policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Academic Records Office, Piedmont International University, 420 S. Broad Street, Winston-Salem, NC 27101. Information regarding FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

e. **Nondiscrimination Policy**

Piedmont International University 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 University does not discriminate on the basis of these categories in admission of students and in the administration of its policies and procedures. The University recognizes that throughout Scripture and church history God has used both men and women for the advancement of the Gospel. He continues to do so. While affirming the Scriptural belief that the role of

the church pastor can be filled only by a man (I Tim. 3:1-7), the University recognizes the availability of various leadership roles that can be filled by both men and women (I Cor. 12; Gal. 3:28). Except for classes and programs specifically designed to prepare the pastor for a pulpit ministry, men and women are admitted into all programs and are given the respect befitting a fellow brother or sister in Christ. Consistent with this policy, both men and women are eligible to pursue the D.Min. degree.

II. Academic Information

a. Program Structure

D.Min Core – 9 hrs.		
MIN 700	The Strategic Ministry Leader	3
MIN 710	Philosophy and Practice of Ministry	3
MIN 740	Challenges to the Christian Worldview	3

D.Min. Concentration* – 12 hrs (choose one of six concentrations)

Leadership Ministry Studies – 12 hrs		
MIN 810	Leadership: Teams, Transition and Conflict	3
MIN 820	Biblical Preaching or Teaching	3
MIN 830	Biblical Counseling	3
MIN 890	Professional Development	3

Bible Exposition * Ministry Studies – 12 hrs		
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MIN 822	Preaching and Teaching the Old Testament	3
MIN 824	Preaching and Teaching the New Testament	3
MIN 825	Developing Relevant Expository Messages	3
MIN 890	Professional Development	3

* The Bible Exposition Concentration requires prerequisites. This concentration requires an appropriate course selection background at the student's prior Master's level work. Six prerequisite areas are required (PIU course equivalencies given in parenthesis): (1) Hebrew Language or word studies (BLH601 or BSO601), (2) Greek language or word studies (BLG501 or BSN601), (3) one course in an OT Bible book (any BSO focused on a Bible book), (4) one course in a NT Bible book (any BSN focused on a Bible book), (5) Hermeneutics (BIN500), and (6) Homiletics (MIN520).

Bible Counseling Ministry Studies – 12 hrs		
MIN 830	Biblical Counseling	3
MIN 834	Counseling Ethics and Administration	3
MIN 838	Marriage and Family Counseling	3
MIN 890	Professional Development	3

Military Chaplaincy

Chaplaincy Studies – 12 hrs

Students in the D.Min. Chaplaincy Concentration may select any or a combination of the other concentrations.

Missions Ministry Studies – 12 hrs		
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MIN 841	Contemporary Theological Issues in Missions	3
MIN 842	Contemporary Strategic Issues in Missions	3
MIN 872	Current Impact of World Religions	3
MIN 890	Professional Development	3

Discipleship/Christian Education Ministry Studies – 12 hrs		
MIN 860	Christian Education Curriculum	3
MIN 864	Innovations in Church Ministries	3
MIN 868	The Christian Ed. Director in the Local Church	3
MIN 890	Professional Development	3

Interdisciplinary Ministry Studies – 12 hrs

The student may choose any four courses from the other six D.Min. concentrations to create a concentration that fits his or her needs.

D.Min. Research – 12 hrs		
RES 885	Project Research Design and Procedures	3
RES 888	Doctoral Ministry Project I	3
RES 889	Doctoral Ministry Project II	3
	Submit the Project and Pass the Project Defense	0

b. Program Policies and Procedures**i. Crediting Courses**

The minimum course grade applicable toward a D.Min. is a B. Only one C is allowed in the core. No C's are allowed in the Concentration, in the Research and Practicum areas. Those who receive C's in these areas must repeat the courses. Students entering the D.Min. program with deficiencies may receive D.Min. credits only for courses required in the D.Min. program. No D.Min. credit is granted for courses below 700.

ii. Grade Dispute

If a student thinks that his/her semester grade is not correct, he/she may discuss the matter with the professor. If not satisfied, the matter may be appealed to the Director of the D.Min. program and to the Dean, and following those steps, to the Vice-President of the Seminary. No grade will be changed after one calendar year has expired from the end of the semester or summer term in which the grade was given.

iii. Form of Course Papers

Papers submitted for credit in D.Min. courses must conform to the standards contained in the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian. For clarification of specific questions, students must consult the Director of the D.Min. program.

iv. Satisfactory Academic Progress

Graduate students must meet Satisfactory Academic Progress 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 after the end of each payment period, and after evaluation, letters are sent from the Registrar's Office notifying those with insufficient academic progress when they are being placed on Warning, Probation, or Suspension as a result. The maximum time limit to complete the D.Min. degree is five years.

v. 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 catalog) at Piedmont International University.

vi. Definition of Completed Hours

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

vii. Qualitative Standards

Cumulative GPA is composed of all attempted hours at Piedmont International University. To meet the qualitative standards, the students must meet the minimum cumulative GPA as determined by their classification and program. The GPA is calculated by the Registrar's Office.

viii. Quantitative Standards Student Classification

The required cumulative GPA for the D.Min. is 3.0.

ix. Quantitative Standards

The student must complete the required number of attempted hours of coursework at his/her current level. The requirements are as follows:

Certificate and Associate's Programs	67%
Bachelor's Programs – Freshmen	50%
Bachelor's Programs – Sophomores	67%
Bachelor's Programs – Juniors	67%
Bachelor's Programs – Seniors	67%
Graduate Programs – D.Min. & Ph.D.	67%

The student may not exceed 150% of the program in credit hours. All course work is included whether the student received federal financial aid during that period or not. The rate of completion is calculated by the Registrar's Office.

x. Satisfactory Academic Progress Review

Students are reviewed for satisfactory academic progress at the end of each payment period. If a student fails to meet either the qualitative or quantitative standard for his or her degree program and classification at the end of the payment period, the following rules will apply:

1. **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.

2. **Academic Probation**

After an initial warning semester, 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 Probation. It is possible to be on Academic Probation and Financial Aid suspension during this semester. After a semester on Academic Probation, a student whose cumulative GPA and rate of completion do not meet the requirements is placed on Academic Suspension.

3. **Academic Suspension**

After an initial warning semester and a semester of Academic Probation, any student whose semester GPA, Completion rate, or cumulative GPA do not meet the requirements for his/her degree and/or classification 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 Probation, 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.

xi. Satisfactory Academic Progress Appeal

The student who wishes to appeal the accuracy of the academic criteria upon which Financial Aid is based, should write a letter of appeal

and submit it to the Financial Aid Office for correction. If not satisfactorily resolved, the appeal will be reviewed by the SAP appeals committee. Such appeals would generally be based on errors in the evaluation process, such as the miscalculation of the student's GPA, the incorrect inclusion/exclusion of transfer work on the student's rate of completion calculation, or a miscalculation in the student's maximum timeframe.

A student who wishes to appeal the loss of Financial Aid should submit a request to the Director of Financial Aid. The Satisfactory Academic Progress Committee will be comprised of the Director of Enrollment Services, Director of Financial Aid, the Registrar, and the Dean who oversees the program in question. Successful appeals are usually based on factors beyond the student's control and include, but are not limited to, death in the immediate family, serious accident or illness, or loss of child care. The appeal must contain what has changed to allow the student to allow the student to have the capacity to meet SAP. The appeal must be submitted within 2 weeks of notification of status or at least 2 weeks before the start of the next period in which the student wishes to enroll. All appeals will be filed in the student's folder.

xii. Continuous Enrollment Policy

A D.Min. student, between admission, must enroll in at least one course per academic year in order to stay under the same catalog and maintain his/her status as a D.Min. student. Failure to do so requires reapplication. After admission into candidacy, a D.Min. student must register for RES885 Project Research Design and Procedures following which he/she must take RES888 Doctoral Ministry Project I in the summer semester and RES889 Doctoral Ministry Project II the following fall semester. With the approval of the D.Min. Program Director or Dean, a D.Min. student may enroll in RES885 after completing 50% of the program requirements. D.Min. candidates who fail to complete the D.Min. Project in one year must register for RES889 Doctoral Ministry Project II every summer, fall, and spring until a successful project is completed and defended. Those who fail to complete the D.Min. Project and successfully defend it,

but make satisfactory progress, receive a grade of NG. Successful completion and defense of the project produces a grade of A or B.

xiii. Program Completion Deadlines (Fall-Spring Plan)

1. D.Min. applicants must enroll in classes within one year from the time of application.
2. Selection of a topic and a request for the formation of a committee must be done prior to enrolling in RES885.
3. A D.Min. student may enroll in RES885 after completing 50% of the program requirements. Students with special scheduling demands may take this course earlier with approval of the D.Min. Director or the Dean of the Alford School of Ministry.
4. Graduate petition is due by January 15.
5. The first draft of the Project is due by February 1.
6. A student must defend his or her Project in March.
7. The final copy of the Project must be submitted by March 15
8. A student must obtain approval of the final copy by April 1.
9. Students may refer to the summer fall and summer-fall- spring options for alternate calendars.

A D.Min. candidate may request to defer these deadlines to the following year by submitting a petition to his or her committee chair and receiving approval. The entire D.Min. program, from application to graduation, must be completed within five years. Maintaining continuous enrollment is essential. Continuous enrollment requires enrolling in one course per year during Phase One and Phase Two and enrolling in one course per semester (fall-spring or summer-fall) during Phase Three. Failure to maintain continuous enrollment requires reapplication. Failure to meet the five year (150% time limit) completion deadline will be considered on a case by case basis. Appeals may be directed to the Seminary Review Committee.

xiv. Class Attendance

Regular class attendance is expected of all D.Min. students. Every class session is designed to provide a significant learning experience. A

student who is absent from 25% or more of the scheduled class meetings or more than one day during a five-day module, whether these absences are excused or not, is subject to failure in that class. Students may arrange absences and make-up of academic work with each professor in accordance with the course syllabus.

xv. Full-Time Enrollment

Full time enrollment for a D.Min. student requires 6 semester hours per semester during Phase I and Phase II, and 3 semester hours per semester during Phase III.

c. Phase One – Curriculum, Admission and Plan Requirements

Upon receiving the acceptance letter from the Admissions office, a student must contact his or her advisor or the Director of the D.Min. Program through email or in person for guidance in selecting courses. If a student has been accepted with deficiencies, he or she should first complete the missing requirements. A D.Min. student is allowed to take up to six hours of non-language D.Min. courses along with deficiency courses. Students are not permitted to enroll in D.Min. courses without taking deficiency courses concurrently. Exceptions require approval from the appropriate Dean.

i. Registration

Please follow the steps listed below to complete registration:

1. Access the Piedmont International University webpage at www.PiedmontU.edu and find the following documents:
 - a. The appropriate semester course schedule at <http://www.piedmontu.edu/schedule>.
 - b. The course template for your particular program concentration at <http://www.piedmontu.edu/doctor-of-ministry-program-page>
2. Log on to your student portal. If you have forgotten your password, go to <http://support.piedmontu.edu/helpdesk/> for assistance. Click “Register for classes” (top of left column) and register for the courses you plan to take during the summer. Be sure to click “Submit” after choosing your classes in order to save your selections. Then change

the semester and register for the courses you plan to take in the fall. The student must, when choosing his or her class, select which class session, even if only one is listed, otherwise the process is only a request and not a registration. Courses you have already taken will be listed on your portal for your conveniences (see “Transcript” under the “Student grades” menu).

3. Check the schedule (under “Student classes” menu) to be sure that it reflects the choices you have made. Be sure the appropriate academic term is selected.
4. Contact your advisor so that he/she can officially approve the schedule you have chosen.
5. If your advisor recommends adjustments to your schedule, log on to your portal while in his/her office and make the appropriate changes so that final approval may be given. Your registration will not be accepted by the Registrar until advisor approval has been given.
6. Contact the Financial Aid Office **(336-714-7900)**.
7. Check with the Student Accounts Associate (336-714-7940) to make payment arrangements. Payment is not required to complete the arrangements, but remember that preregistration is not complete until your financial arrangements are finalized.
8. Have questions? Contact the Registrar’s Office at **(336) 714-7962** or **(336) 714-7994**
9. **New Student Registration Procedure**
 - a. Contact your appropriate advisor:
 - i. After making appropriate choices with your advisor, follow the same procedure found in points two and following of the returning students guidelines.

ii. Academic Advising

Every D.Min. student is assigned an advisor upon admission into the program. The D.Min. student is required to secure the approval of the academic advisor for registering for courses. During the project stage the chair of the project committee will serve as the advisor.

iii. Completion of Core Courses, Concentration Courses and General Electives

D.Min. students must confirm their concentration before or while taking their core courses and proceed to complete the 24 hour core courses, concentration courses, and general electives.

iv. Multiple Concentrations

Students may select one, two, or three concentrations. Each additional concentration requires 24 hours consisting of 15 hours of concentration courses, 3 hours of teaching practicum, and 6 hours of project writing and defense. No courses from the one concentration and no research done for that project may apply toward the other concentration. Use of any quotations from the first project must follow established guidelines.

v. D.Min. Project Inquiry

D.Min. students are encouraged to conduct informal inquiry concerning their project research areas as early in their programs as possible. Early inquiry may be a useful guide in selection of electives.

d. Academic Progress: Phase Two – Post-curriculum Requirements

i. Professional Ministry Development

The course MIN890 provides a structured approach for D.Min. students to use when fulfilling their degree program requirement for 3 hours of professional development. Three options are provided in the course for professional development: **(1)** a reading list with appropriate related assignments; **(2)** attendance at a professional conference or seminar and related assignments; or **(3)** participation in a mission trip with related assignments. N.B. Conferences, seminars, and mission trips will have their own financial requirements.

ii. Research Design and Procedures

D.Min. students must enroll in RES885 Research Design and Procedures following completion of 26 hours of D.Min. courses and passing the written and oral examinations or during their last two semesters of coursework. Approval for taking RES885 is given upon written request after completion of 50% of the curriculum. This course identifies and describes

the various research methods and statistical techniques, the characteristics of an effective research design, and the component of a research proposal.

iii. Preliminary Project Research

By the beginning of the course RES885 Research Design and Procedures, a D.Min. candidate must have a clear idea of the area of research for their project. The area of research must be related to the student's concentration.

e. Academic Progress: Phase Three – D.Min. Project

i. Nature of the Doctor of Ministry Project

The Doctor of Ministry project combines research and ministry. The research document will describe the nature of the problem explored, the literature available to address the problem, the methodology of the project, and the conclusions reached. The project brings theological reflection to bear on the findings of the research in order to enhance the ministry of the student. The project may involve one of the following models:

1. Ministry Research

The ministry research project is designed for Christian leaders, who recognize the need for a new approach to ministry which has no precedents in their ministry contexts. The student researches the applicable field of study in order to develop a workshop, conference, module, etc. The implementation of one of these forums is not included in the scope of the project.

2. Ministry Skill Development

The student, who undertakes a ministry skill development project, recognizes the need to improve a particular ministry skill. He or she identifies the particular skill that is lacking and implements the use of this skill in ministry.

3. Program Development

Program development research involves Christian leaders identifying the need for a particular program in their ministry context. The researcher establishes the theoretical and theological foundations

of the project, lists the objectives, designs the program or curriculum, implements it, and evaluates its results.

4. Case Studies

In a case study Christian leaders seek to understand a ministry effort, person, or situation related to ministry beginning with its history and up to the end of the particular case. The project report is a narrative of the case and an explanation of how the lessons can be applied in the future.

Other types of research may be suggested by the student or student's advisor, such as church planting projects or people group projects.

ii. D.Min. Project Committee

Upon successful completion of the course RES885 Research Design and Procedures the student must request the formation of the D.Min. Project Committee. This request is submitted to the Dean of the Alford School of Ministry who will appoint a three member committee the third reader may be either internal or external to the Seminary faculty. The primary reader is the chair of the student's project committee. Only individuals who hold an appropriate terminal degree (D.Min., Ph.D., or Th.D.) are authorized to serve on the project committee. The duties of the committee include the following:

1. Evaluation and approval of the project proposal, the project abstract, the project research and writing time-table, and the first two chapters
2. Reading evaluation of the first draft and subsequent revisions
3. Providing guidance throughout the project research and writing process
4. Reading and evaluation of the final draft
5. Conducting the oral defense and submitting a grade for the project and the oral defense to the Registrar and report to the Dean of the Alford School of Ministry

iii. Process for Completing the Doctor of Ministry Project

1. Enroll in the course RES885 Project Research Design and Procedures and engage in an intensive period of research in the proposed area of ministry, under the guidance of the faculty advisor.
2. Develop an idea for your ministry project.
3. Consult with your faculty advisor concerning the idea and develop a research problem.
4. Secure the approval of the faculty advisor for the research problem.
5. Submit a proposal for the project.
6. Secure the approval of the doctoral committee for the proposal.
7. Secure approval for your research from the doctoral committee (see the informed consent form).
8. Carry out the ministry project.
9. Write the report on the ministry project.
10. Enroll in RES889 Doctoral Ministry Project II and pay the Project Defense fee.
 - a. Upon beginning the project, the student enrolls in RES888 and enrolls in RES889 each semester following until the project has been completed. Upon successful defense of the project, the appropriate grade is assigned to RES888 and 889.
11. Submit one copy of the first draft of the report to the committee chair and one copy to the PIU style reader, who will review and edit the project report.
12. Request the edited project from the style reader.
13. Make the necessary corrections.
14. Submit the final report to the committee chair.
15. Complete an oral defense of the ministry project and report.
16. Make additional corrections/additions to the project report and return it to the committee chair no later than two weeks before the scheduled graduation date.
17. Secure the approval of the project committee and participate in the graduation program.

iv. Project Proposal

Before work on the doctoral project is begun, all course work must be completed and A Doctor of Ministry Project Proposal must be submitted and approved, and a doctoral committee must be named. Proposals for projects are due by February 15 or September 15. Other Doctor of Ministry project deadlines are listed below. Although the final paper for RES885 Project Research Design and Procedures may work toward this proposal, the two are not the same. The Doctor of Ministry Project Proposal is a formal document the student submits to the advisor. The proposal is a description of the ministry project the student intends to undertake.

Within two weeks of receiving the proposal, the advisor will evaluate the proposal, complete the doctoral project committee with the addition of two qualified members, and submit the Doctor of Ministry Project Proposal Evaluation Guide to the Dean of the Alford School of Ministry.

After receiving the Doctor of Ministry Project Proposal Evaluation from the advisor, the student is responsible for modifying the proposal according to the advisor's recommendations. In the case that rejection or resubmission is recommended, failure to resubmit the project proposal in accordance with the critique of the advisor and/or committee could be cause for termination.

Upon final approval of the proposal, the student must submit four corrected copies of the proposal to the advisor, who will distribute the copies to the two members of the project committee, and to the Director of the Doctor of Ministry Program and/or Academic Dean of the Alford School of Ministry.

The final project proposal will serve as the first three chapters of the final project report. Serving as a blueprint for the ministry project, the document answers the following questions: What does the project entail, why is it important, who will be involved, who will benefit, when will the project be conducted, and where will the project be conducted?

v. Order of Contents of the Doctor of Ministry Project Proposal

1. Title Page
2. Table of Contents

3. Introduction
4. Literature Review
5. Methodology
6. Tentative Schedule for Completion
7. Conclusion
8. Appendices (if applicable)
9. Selected Bibliography

vi. Doctor of Ministry Project Report

The project report constitutes the culmination of the Doctor of Ministry program. It reflects the enhanced competency of the student in the practice of ministry. While the focus is on ministry, the project report is characterized by sound biblical foundations and scholarly research.

The project is the final phase of the Doctor of Ministry program. It counts as the final six semester hours of the program. A doctoral student will start work on the project after completing all course work, and receiving approval of a Doctor of Ministry Project Proposal. The project is an integral part of the program designed to equip the leader with advanced skills and competencies for ministry. The project report combines a dual focus on research and ministry practice.

This document will describe the nature of the problem explored, the methodology employed and the conclusions reached. It is usually between 100 and 300 pages in length. The report will demonstrate how biblical theology illuminates and guides ministry practice. While preparation of a training manual, developing a teaching program, developing a strategy, or description of a case is a logical and integral part of a project report, the totality of the document must reflect adequate research.

vii. Purposes of the Doctor of Ministry Project

1. To develop the professional skills of the Christian leader.
2. To address the needs of the leader's ministry context.
3. To develop the ability of the leader to conduct research.

4. To provide an opportunity for the leader to study a specific aspect of ministry and to present his or her findings and evaluation in a coherent format.
5. To produce a document of such quality that could be published for the benefit of other professional leaders regarding a specific area of ministry.

viii. Criteria of an Acceptable Doctor of Ministry Project

1. Related to the ministry of the participant and D.Min. Program concentration.
2. Based on biblical foundations, theological truths, and theoretical knowledge underlying the topic researched.
3. Consistent with the doctrinal and philosophical standards of the Seminary.
4. Sound research techniques to achieve validity and reliability (students lacking statistical or technical skills may seek the help of a professional).
5. Adequate focus to allow concentration.
6. Careful planning and execution.
7. Formal research style and in correct, clear English observing the standards of the following guides:
 - a. “The Turabian Tutor”
 - b. Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, latest edition.
 - c. *The Chicago Manual of Style*.

The student will be required to submit the first draft of the project report to a style editor. The student is responsible for hiring these services prior to submitting the first draft of the project report. The Seminary Office will supply the name(s) of approved style readers upon request.

The doctoral student must work with the project committee through the chair to produce an acceptable project in his or her area of interest. A

copy of the preliminary draft of the project report must be submitted to the student's advisor by January 15 graduation respectively. Upon submission of the initial draft of the project report, the committee chair and the style reader will evaluate the report. The style reader will send his/her evaluation of the draft to the committee chair. The chair will report the conclusions of the evaluations using the "Doctor of Ministry Project Report Draft Evaluation." The results of this initial evaluation must be completed within two weeks of the submission of the first draft.

Suggestions from this review and evaluation must be reflected in the final version that is due March 15 or October 15. Failure to resubmit the project report in accordance with the critique of the committee chair and style reader will result in rejection of the project report.

8. Plagiarism Policy

Plagiarism is a very serious academic and moral crime. A D.Min. candidate commits plagiarism when he or she appropriates material that is beyond the parameters of common knowledge without acknowledging that source. Stealing may involve ideas, information, wording, or phraseology. Plagiarism is theft. A project that has plagiarized the original (whether done intentionally or unintentionally) is rejected and a grade of zero is assigned. The student committing plagiarism on the project is subject to suspension or termination. The following procedure is followed in addressing plagiarism:

- a. Verification by the project committee and reporting to the student's Dean
- b. Reporting plagiarism to the Graduate Student Guidance Committee
- c. Vote of the Graduate Faculty
- d. Plagiarism appeals may be addressed to the Provost.

9. Legitimate Paraphrase

The writer must be extremely careful to avoid both word as well as syntax plagiarism. The following steps may be helpful in composing a legitimate paraphrase:

- a. List the central idea and the key thoughts of the original document. This listing may consist of words, phrases, or sentences. It is preferable to put these in the researcher's own words.
- b. Compose the paraphrase by using the list.
- c. Revise the paraphrase by eliminating words or phrases from the original inadvertently included in the paraphrase.
- d. Keep a copy of the original for final checking or proofreading the first draft of the project to eliminate error.
- e. Before submitting the first draft, verify the text for plagiarism by using an approved search engine.

10. **Formatting**

The D.Min. project is a research document following Kate L. Turabian's latest edition currently *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press). Twelve-Point font and double spacing must be employed. For Hebrew and Greek use appropriate fonts. A laser printer is required for letter-quality results. The students are advised to submit a sample chapter to the committee chair for approval of quality.

11. **Proofreading and Editorial Advertising**

D.Min. students may employ the services of an editor, who proofreads and edits the first draft of the project for grammatical and stylistic improvements before submission to the committee.

If the chair of the committee advises the writer to seek further help in writing that is beyond the level provided by the editor, the D.Min. student must seek further formal or informal instruction. The D.Min. student must seek the approval of the committee chair in selecting an editor. Preference is given to those with graduate degrees in English.

ix. **Order of Contents of the Doctor of Ministry Project**

1. Front Matter
 - a. Title Page

2. Approval Page
3. Copyright Page
4. Dedication
5. Abstract
6. Table of Contents
7. Abbreviations
8. List of Tables
9. List of Figures
10. Acknowledgements
11. Preface
12. Content Chapters (Chapter 1, Chapter 2, Chapter 3, etc.)
13. Back Matter
 - a. Appendices
 - b. Selected Bibliography

x. Printing

All Final originals of the project must be laser printed.

xi. Paper

Projects must be printed on approved paper. Continuous-feed paper or perforated paper is not acceptable.

xii. Length and Font

The length of the D.Min. project must be between 100 and 300 pages including text, footnotes, and appendices, but excluding table of contents and bibliography. The text must be double-spaced. The number of words, including text and appendices should be between 25,000 and 75,000. A 12-point Times New Roman or Arial font must be used.

xiii. Footnotes

Footnote numbering should start at 1 at the beginning of each chapter. The writer should avoid Latin abbreviations in the footnotes.

xiv. Bibliography

The bibliography must include every source referred to in the footnotes.

xv. Quotations

The writer of the project should avoid lengthy direct quotations unless necessary to convey a thought accurately. He or she should not use a direct quotation initially to propose a thought, an argument, or a line of reasoning. An argument must be proposed in a properly crafted paraphrase incorporated into the text of the paper. Direct quotations may be used in the text or in a footnote to support the proposition.

xvi. The Oral Defense of the Doctor of Ministry Project

After the student submits the final version of the project report, the committee chair will determine that all revisions have been duly incorporated into the final version of the project. If the final version of the project satisfies the requirements of the evaluation report, the chair will schedule the oral defense of the project. The chair will report the final evaluation of the project using the “Doctor of Ministry Project Report Evaluation.”

If extenuating circumstances exist, the student may request that the defense take place via a video conference call. The student must request such a defense in writing when he or she submits the first draft of the project report. The final decision for an offsite defense will be made by the doctoral project committee.

The duties of the committee members are complete with the oral defense, by the submission to the chair the final recommendations, evaluation, suggestions, and signature on the approval sheet. The duties of the chair are complete by following up on the committee recommendations, production of the final draft, signature on the approval sheet, and submission of a D.Min. project grade.

xvii. Editing the Doctor of Ministry Project

A student working on his or her Doctor of Ministry Project may engage the services of an approved at the Committee Chairs direction. Editing may include proofreading the draft and suggesting corrections or improvements. It excludes researching the subject and rewriting the text. The Doctor of Ministry candidate is the sole author of the Doctor of Ministry project.

xviii. The Final Draft of the Doctor of Ministry Project Report

After the successful completion of the oral defense of the doctoral project, the final draft must be prepared with special attention to any details discussed in the defense. If no changes are needed, the student will submit the report to be bound. The student must submit three (3) bound copies of the final version of the Doctor of Ministry project, after which the student is cleared for graduation and conferral of his or her diploma. If slight revisions are needed, these must be completed before the candidate is cleared to graduate and have the degree conferred.

Three bound copies of the final version of the doctoral project must be submitted to the Seminary and one final electronic copy to TREN and to the PIU Library. One bound hard copy will be retained in the Library. One bound hard copy will be retained in the Seminary. One bound hard copy will be returned to the student.

The student will also provide an electronic copy to TREN at: rwjones@tren.com (1. 800. 334. 8736). Additional personal copies may be requested for binding at the same time. The Seminary will submit the hard copies to the binder. The student will be billed for the binding service and if applicable, shipping.

f. Program Continuation and Duration

A doctoral student must complete at least one course each year to stay in the program. After completing 24 credit hours, a doctoral student must register for RES888 or RES889 for continuation every semester, including summer until the final draft of the doctoral project is submitted and approved. Prior to the final semester, in which the student intends to submit and defend the project report, the student must enroll in RES889 Doctoral Ministry Project II and pay the Project Defense Fee listed in the Catalog. The time limit for completing all coursework and the project report is five (5) years from initial enrollment in the program. Petitions for extension may be submitted to the Director of Doctor of Ministry Program. Termination may occur for one of the following reasons:

- i. Failure to maintain the minimum cumulative GPA of 3.0.
- ii. More than one grade of C.

- iii. Failure to register and pay fees, unless a leave of absence is granted.
- iv. Failure to satisfactorily resubmit the project proposal or project report incorporating the critique of the project committee.
- v. Failure to stay within program time limits of five years or 150% of the specified time limit.
- vi. Failure to maintain ethical standards of Temple Baptist Seminary.
- vii. Plagiarism

g. Program Deadlines

Doctor of Ministry Project Proposal	September 15
First Draft of Doctor of Ministry Project Report	January 15
Final Draft of Doctor of Ministry Project Report	March 15
Oral Project Defense	First two weeks of April

h. Academic Complaints, Reviews and Appeals

Complaints, reviews, and appeals should begin the process within four weeks to the appropriate person or committee in writing within one calendar year, in the following order:

- i. The faculty or staff member directly responsible for that area
- ii. The Dean of the appropriate school
- iii. The Vice President of the Seminary
- iv. The Provost
- v. The President
- vi. The Board of Trustees through the President
- vii. After all institutional avenues are exhausted, a student may contact the offices of Transnational Association of Christian Colleges and Schools, 15935 Forest Road, Forest, VA 24551

i. Commencement Ceremony

Degrees are granted at the May commencement each year. Students who complete their graduation requirements at the end of summer or fall may request a

transcript and a statement verifying their status. Graduation candidates are required to participate in the graduation exercises, unless they obtain written approval for graduation in absentia. Absentia approval is given only for extreme illness, travel more than a day, lack of absence from work, or circumstances beyond the student's control.

III. Financial Information

Students should consult the Piedmont website for verification of a current schedule of tuition and fees.

a. Refund

Students should consult the Piedmont website for a current refund schedule.

b. Financial Aid and Scholarships

Students should consult the Piedmont website for current information on federal financial aid and for institutional scholarships.

c. Financial Aid Satisfactory Academic Progress Policy

The Financial Aid Office of Piedmont International University administers financial aid programs from federal and institutional sources. The U.S. Department of Education requires that schools develop and implement policies by which academic progress is evaluated and monitored for all students, including those who have not received financial aid in previous semesters.

Students must meet Financial Aid Satisfactory Academic Progress requirements to receive federal Title IV aid, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Direct Loans (including Parent PLUS and Graduate PLUS). This policy includes standards for Qualitative and Quantitative measures. The academic record of all students is reviewed after the end of each payment period, and after evaluation, letters will be sent jointly from the Registrar's Office and the Financial Aid Office notifying those with insufficient academic progress when they are being placed on Financial Aid Warning, Probation, or Suspension as a result.

d. Definition of Attempted Hours

- i.** The hours for which the student is registered a of the last date to drop a course without academic penalty (published in the catalog)

- ii. All transfer hours
- iii. All hours taken even if the student did not receive Financial Aid during these time periods.

e. Definition of Completed Hours

The hours for which a D.Min. letter grade of A, B, and C (only one allowed) are received. Transfer hours are included.

f. Qualitative Standards

Cumulative GPA is composed of all attempted hours at the current academic level at PIU, and is calculated by the Registrar’s Office. To meet the qualitative standards the students must meet the minimum cumulative GPA as determined by their classification and program. Courses taken under the “repeat” policy may be considered for appeal.

g. Quantitative Standards

The student must complete the required number of attempted hours of coursework at his/her current level. The requirements are as follows:

Certificate and Associate’s Programs	67%
Bachelor’s Programs – Freshmen	50%
Bachelor’s Programs – Sophomores	67%
Bachelor’s Programs – Juniors	67%
Bachelor’s Programs – Seniors	67%
Graduate Programs – D.Min. & Ph.D.	67%

Withdrawals after the last day to withdraw without academic penalty, incompletes, repeated courses, failure grades, and transfer hours will count as attempted coursework.

h. Satisfactory Academic Progress Review

Students will be reviewed for satisfactory academic progress at the end of each payment period. If a student fails to meet either the qualitative or quantitative standard for his or her degree program and classification at the end of the payment period, the following rules will apply:

i. Institutional Aid

Students will receive institutional aid during semesters of Academic Warning, Academic Probation, Financial Aid Warning, but will not receive institutional aid while on Financial Aid Suspension,* nor after readmission from a semester of suspension. Institutional Aid will be reinstated when Federal Aid Eligibility is reinstated.

ii. Federal Aid

To maintain eligibility for Title IV aid after failing to make Satisfactory Academic Progress, students must be placed either on Financial Aid Warning or Financial Aid Probation.

*A student following the requirements of the 2014-2015 *Catalog* will receive institutional aid during semesters of Academic Warning, Academic Probation, Financial Aid Warning, and Financial Aid Probation, but will not receive institutional aid while on Financial Aid suspension, nor after readmission from a semester of suspension. Institutional Aid will be reinstated when Federal Aid Eligibility is reinstated.

*For those following the 2012-2014 *Catalog* for fees, scholarships, and program requirements, Institutional Aid will be awarded in direct correlation to the student's Academic Standing following *Catalog* academic policies. This means that if a student is not on Academic Suspension, he/she may continue to receive institutional aid subject to the academic requirements of individual scholarships. It is possible for a student to receive institutional aid while not qualifying for federal aid. The Satisfactory Academic Progress Appeals Committee will determine if a student is eligible to receive institutional aid for subsequent semesters.

i. 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 be maintained for the warning semester. After one period 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.

j. Financial Aid Probation

A student who fails to make Satisfactory Academic Progress following his or her Financial Aid Warning semester will lose Title IV eligibility unless the student successfully appeals.

If an appeal is 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 one semester only. If the student on Financial Aid Probation is not making SAP by the end of the probationary term, the student will become ineligible for Federal Student Aid.

If an appeal is granted and the institution determines that more than one payment period will be necessary for the student to make Satisfactory Academic Progress, the student may be placed on an academic plan. The plan may specify when the student will be able to make SAP again, or may carry the student through the completion of his or her degree program. The student must be meeting the requirements of the plan at the end of the first payment period on the plan in order to receive Title IV funds. The student may appeal in writing to change the academic plan, and must document why the change is requested and how he/she will be able to make Satisfactory Academic Progress under the changed plan.

k. 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.

l. 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.

m. Academic Suspension

After an initial warning semester, any student whose **semester** GPA or Completion rate doesn't 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 Probation. It is possible to be on Academic Probation and Financial Aid suspension during this semester. After a semester on Academic Probation, a student whose cumulative GPA and rate of completion do 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. A student reentering from Academic Suspension will be readmitted on Academic Probation, will be guided by an approved academic plan, and will not qualify for Federal Financial Aid or institutional scholarships until he or she meets appropriate GPA and Rate of Completion requirements.

n. Satisfactory Academic Progress Appeal

The student who wishes to appeal the accuracy of the academic criteria upon which Financial Aid is based, should write a letter of appeal and submit it to the Registrar for correction. If not satisfactorily resolved, the appeal will be reviewed by the Satisfactory Academic Appeals Committee. Such appeals would generally be based on errors in the evaluation process, such as the miscalculation of the student's GPA, the incorrect inclusion/exclusion of transfer work on the student's rate of completion calculation, or a miscalculation in the student's maximum timeframe.

A student who wishes to appeal the loss of Financial Aid should submit a request to the Director of Financial Aid. The SAP Committee will be comprised of the Representative of Enrollment Services, the Director of Financial Aid, the Registrar, and the appointed academic representative for the degree program in question. Successful appeals are usually based on factors beyond the student's control and include, but are not limited to, death in the immediate family, serious accident or illness, or loss of child care. The appeal must contain what has changed to allow the student to have the capacity to meet SAP. The appeal must be submitted within two weeks of notification of status or no later than two weeks before the start of the next period in which the student wishes to enroll. All appeals will be filed in the student's folder.

IV. Student Conduct

Christian leadership demands an exemplary testimony. D.Min. students should be pacesetters in their communities both spiritually and professionally. Essential agreement with the Statement of Faith of the University, Christian testimony at home and in public, local church ministry, a burden for the unsaved, communicating Biblical truth, and walking with the Lord daily are expectations of all D.Min. students. Piedmont International University seeks to provide an atmosphere conducive to serious study and to the development of strong Christian character. The standards set in the *Graduate Student Handbook* are the principles which all the members of the Graduate family are expected to observe.

V. Student Complaints

All Complaints, reviews, and appeals should be made to the appropriate person or committee in writing within one semester, in the following order:

- a. The faculty or staff member directly responsible for that area
- b. The student's Dean
- c. The Vice President of the Seminary
- d. The University Provost
- e. The Board of Trustees through the President
- f. After all institutional avenues are exhausted; a student may contact the offices of Transnational Association of Christian Colleges and Schools, 15935 Forest Road, Forest, VA 24551.

VI. Graduation

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

- a. Satisfactory completion of all course work with a GPA of 3.00 or above
- b. Submission of three originals of the final hard copy and one electronic copy of the project that is approved by the project committee and one electronic copy for the Library
- c. Satisfactory score on the project defense
- d. Indication with a signature of essential agreement with the Statement of Faith of Piedmont International University

- e. Evidence of Christian character
- f. Completion of all work within eight years
- g. All financial obligations to the Seminary paid in full
- h. Attending the Graduation Program

Checklists

Summer, Fall, Spring Plan

Preliminaries

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>	<u>Reference</u>
Step One	Inquire about your eligibility for admission, transfer of credits and other information	Graduate Admissions Director	While in college or one semester before entering the graduate program	
Step Two	Submit an application and the appropriate documents.	Admissions Office	One semester before entering the graduate program	
Step Three	Obtain official acceptance into the D.Min. Program and declare a concentration objective.	Director of Admissions	Before registering for courses	

Start Phase One: Course Completion

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>	<u>Reference</u>
Step One	Register for courses	Academic Advisor, Director of D.Min. Program	First registration period following acceptance	
Step Two	Confirm a concentration and proceed to complete 24 hours of D.Min. courses. This step includes a meeting with the advisor to confirm a concentration. Obtain approval of student's dean to take RES885 during Phase One	Academic Advisor, registrar, Director of Financial Aid, Director of D.Min. Program	During Phase One	

Start Phase Two: Post Curriculum Requirements

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>	<u>Reference</u>
Step One	Receive approval of your project topic, apply for candidacy and enroll in RES895	Academic Advisor, Approval of the Formation of the	During Phase One and Phase Two	

	Research Design and Procedures (RES895 may be taken during Phase One)	Project Committee		
Step Two	Complete RES895 Research Design and Procedures, select your project topic, request the formation of the Project Committee and apply for candidacy	Academic Advisor, Director of D.Min. Program	April/May	

Start Phase One: Project

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>	<u>Reference</u>
Step One	Submit a 1 or 2 page project proposal	Char of Project Committee, Director of D.Min. Program	Upon acceptance of project topic (summer session)	
Step Two	Submit the first three chapters. The grade for Res888 is based	Chair of Committee, Director of D.Min Program	October 1	

	<p>on the following:</p> <p>(1) Project topic proposal (Not included in the project), 1-2 pages</p> <p>(2) Project Abstract or Prospectus, 2500-5000 words</p> <p>(3) Chapter 1: Introduction – General Introduction to the subject, statement of the problem, direction of the research, significance and imperative of research, delimitations and limitations, and definitions</p> <p>(4) Chapter 2: review of literature</p> <p>(5) Chapter 3: Methodology of research, instrument used</p>			
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Step Three	Make necessary revisions, resubmit the first three chapters, and obtain proofreading help.	Chair of Project Committee/Director of D.Min. Program	October 15	
Step Four	Submit the first draft and schedule the Oral Defense	Chair of Project Committee/Director of D.Min. Program	October 15	
Step Five	Defend your project and submit a final preliminary final draft	Chair of Project Committee/Director of D.Min. Program	November 1	
Step Six	Make the required revisions and submit the final copy including the signature page	Chair of Project Committee/Director of D.Min. Program	November 15	
Step Seven	Obtain approval of the final copy	Chair of Project Committee/Director of D.Min. Program	December 1	
Step Eight	Petition for graduation	Registrar	December 1	
Step Nine	Make arrangements for binding and	Seminary Office	December 15	

	submitting copies for filing and publication for use by the broader scholarly community through Theological research exchange Network (TREN), Portland, Oregon.			
Step Ten	Participate in the Graduation Ceremonies	Administration	May	

Fall, Spring Plan

Preliminaries

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>	<u>Reference</u>
Step One	Inquire about your eligibility for admission, transfer of credits and other information	Graduate Admissions Director	While in college or one semester before entering the graduate program	
Step Two	Submit an application and	Admissions Office	One semester before entering	

	the appropriate documents.		the graduate program	
Step Three	Obtain official acceptance into the D.Min. Program and declare a concentration objective.	Director of Admissions	Before registering for courses	

Start Phase One: Course Completion

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>	<u>Reference</u>
Step One	Register for courses	Academic Advisor, Director of D.Min. Program	First registration period following acceptance	
Step Two	Confirm a concentration and proceed to complete 24 hours of D.Min. courses. This step includes a meeting with the advisor to confirm a concentration.	Academic Advisor, registrar, Director of Financial Aid, Director of D.Min. Program	During Phase One	

Start Phase Two: Post Curriculum Requirements

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>	<u>Reference</u>
Step One	Complete RES885 Research. Design and Procedure, select your project topic, request the formation of the project committee, and apply for candidacy.	Academic Advisor Approval of the Formation of the Project Committee.	April/May	
Step Two	Explore areas for project research and receive approval of topic. Complete Teaching Practicum.	Academic Advisor/ Director of D.Min. Program	During Phase One and Phase Two	

Start Phase Three: Project

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>	<u>Reference</u>
Step One	Submit a 1 or 2 page project approval.	Chair of the Project Committee/Director of D.Min. Program	Upon acceptance of project topic	

Step Two	<p>Submit the first three chapters.</p> <p>The grade for RES888 is based on the following :</p> <p>(1) Project topic proposal (Not included in the project), 1-2 pages</p> <p>(2) Project Abstract or Prospectus, 2500-5000 words</p> <p>(3) Chapter 1 Introduction (General Introduction to the subject, statement of the problem, direction of the research, significance and imperative of research, delimitations and limitations, definitions)</p> <p>(4) Chapter 2: Review of</p>	Chair of the Project Committee/Director of D.Min. Program	October 1	
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	literature (5) Chapter 3: Methodology of research or procedure			
Step Three	Make necessary revisions, resubmit the first three chapters, and obtain proofreading help.	Chair of the Project Committee/Director of D.Min. Program	November 1	
Step Four	Petition for graduation	Registrar	January 15	
Step Five	Submit the first draft and schedule the Oral Defense	Chair of the Project Committee/Director of D.Min. Program	February 1	
Step Six	Defend your project and submit a final preliminary final draft	Project and Defense Committee/Director of D.Min. Program	March 1-15	
Step Seven	Make the required revisions and submit the final copy including the signature page	Chair of the Project Committee/Director of D.Min. Program	April 1	

Step Eight	Obtain approval of the final copy. Submit three hard copies and one electronic copy of the final draft.	Chair of the Project Committee/Director of D.Min. Program	April 1	
Step Nine	Make arrangements for binding and submitting copies for filing and publication for use by the broader scholarly community through Theological Research Exchange Network (TREN), Portland, Oregon.	Seminary Office	April 1	
Step Ten	Participate in the Graduation Ceremonies.	Administration	May	

Directory of Communication

President	7995
Provost	7956
Associate Provost	7954
Provost Administrative Assistant	7997
Vice President of the Seminary	7910
Seminary Administrative Assistant	7986
Dean of the Bowman School of Bible and Theology / New Testament	7989
Dean of the Alford School of Ministry / Ministry	7976
Old Testament	7972
Theology	7985
Online Learning	7992
Tech Support	7931
Registrar	7994
Assistant to Registrar	7961
Seminary Advisor & Faculty Registrar Assistant	7882
Director of Student Services	7957
Dean of Women	7980
Director of Admissions	7927
Director of Financial Aid	7878
Student Accounts	7940

Calendar

The academic year is divided into two semesters of seventeen weeks each. Both fall and spring offer one-week modules. Online classes fall within the semesters, meeting eight weeks each with a one week break between sessions. Summer sessions and one-week modules are also available.

*Incomplete grades are due 6 weeks after the last day of a Session or Semester course.

** Incomplete grades are due 6 weeks after the last *calendar* date of a Module class (which calendar date is generally 5-weeks after the last day of the module week, and so incompletes are 11-weeks after the last day of a module).

Fall Semester 2018

August	
13-14	Faculty/Staff Orientation
20	PIU Summer Online Session II Ends *
21	New Student Orientation
22	Returning Students Check-In
22	First Day of Classes
22-28	15 Week Add/Drop Period
27	PIU Online Session I Begins
27-29	Session I Add/Drop Period
27-31	PIU Graduate Module I Begins

September	
3	Labor Day (No, Classes, Offices Closed)
4	Last Day to Drop Session I Class w/o Academic Penalty
5	Last Day to Drop 15 Week Class w/o Academic Penalty
10-14	PIU Graduate Module II **

17-21	PIU Graduate Module III **
24	Last Day to Withdraw Session I
24-28	PIU Graduate Module IV**

October	
8-12	PIU Graduate Module V**
12	Fall Break
15	PIU Online Session I Ends *
15-19	Graduate Module VI**
17	Last Day to Withdraw 15 Week Class
22	PIU Online Session II Begins
22-24	Session II Add/Drop Period
22-26	PIU Graduate Module VII **
30	Last Day to Drop Online Session II Course w/o Academic Penalty

November	
1	Artist Series – Choral/Band Festival
4	Daylight Savings Time Ends (2:00 am ET)
10	PIU ACT Testing Date
19	Last Day to Drop Online Session II
19-23	Thanksgiving Break (Offices closed 22-23)

December	
1	Candlelight Carols
6	Last Day of T/TH Class
7	Last Day of W/F Class

10	PIU Online Session II Ends
10-12	Final Exams
13-18	PIU Undergraduate Module
17	Ph.D. Language Proficiency Exam **
18	Last Day of Fall Semester
24-31	Christmas Vacation

Spring Semester 2019

January	
1	New Year's Day (Last Day of Christmas Vacation)
2	Offices Re-open
2-7	Undergraduate Winter/Spring Module **
7	Online Session I Begins
7-11	Graduate Module I **
8	First Day of Semester Classes
8-14	15 Week Add/Drop Period
14-16	Session I – Add/Drop Period
14-18	Graduate Module II **
21	Martine Luther King Day (No Classes, Offices Closed)
22	Last Day to Drop a Semester-length class w/o Academic Penalty
22	Last Day to Drop Online Session I w/o Academic Penalty
28	Graduate Module III ** (through Feb. 1)

February	
1	Graduate Module III ** (continues)
2	PIU ACT Testing Date
5	Last Day to Drop Online Session I Course
4-8	Graduate Module IV **
11	Session I – Last Day to Withdraw
11-15	Graduate Module V **
18-22	Graduate Module VI **
18	Ph.D. Language Proficiency Exam **
25	Graduate Module VII (through 3/1)

March	
1	Module VII (continues)
4	PIU Online Session I Ends
4-8	Spring Break
11	First Day of Session II
11-13	Session II – Add/Drop Period
12	Last Day to Drop a 15 Week Class w/o Academic Penalty
19	Last Day to Withdraw from Session II Course w/o Academic Penalty

April	
8	Last Day to Withdraw – Session II
16-17	Stevens Lecture Series
19	Good Friday (PIU Offices Closed)
21	Easter Sunday
25	Last Day of T/TH Classes
26	Last Day of W/F Classes
29	Last Day of Session II

29- May 1	Exams
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Summer Semester 2019

May	
1	Exams
2	Commencement Practice (2:30 pm)
2	Commencement Concert
3	Commencement (7:00 pm)
6	Online Session I Begins
6-8	Session I – Add/Drop Period
6-10	Undergraduate Module I
6-10	Graduate Summer Module I **
7-14	14 Week Add/Drop Period
13-17	Undergraduate Module II
13-17	Graduate Summer Module II **
14	Last Day to Drop Session I w/o Academic Penalty
20-24	Graduate Summer Module III **
27	Memorial Day (Offices Closed)
28	Ph.D. Proficiency Exam **

June	
3	Last Day to Drop Online Session I Course
3-7	Graduate Module IV **
10-14	Graduate Module V **
17-21	Graduate Module VI **
24	Online Session I Ends *
24-28	Graduate Module VII ***

July	
1	Online Session II Begins
4	Independence Day (Offices Closed)
9	Last Day to Drop a Semester Length Class
20	PIU ACT Testing Date

August	
19	Online Session II Ends * First Day of the 2019-2020 Fall Semester