



Doctor of Ministry (DMin) Advising Agreement

Last Name _____ First Name _____

Street Address _____

City _____ State _____ Zip Code _____

Country _____ Telephone Number _____

Email Address _____

The Dissertation choice is intensely personal and may be a topic that one has explored for some time or is an area of great interest for further exploration. Successful dissertations can range from pure research to creative artistic projects and/or social activism. The best dissertations are those that emanate out of a certain passion of the heart to explore a domain that has deep personal relevance. The dissertation should be on a subject of personal and scholarly significance, and it should be something that is also practicable and doable.

Each dissertation must demonstrate both knowledge of the field in question and be an original contribution to that field. The dissertation must show both a comprehensive knowledge of the philosophy and history of the domain being considered, as well as demonstrate that the student has added something substantive to that field. Substantive contributions can cover a wide range of topics and media. Dissertation studies may be focused on research, a creative project, teaching project, or other projects that clearly demonstrate the student's creative and intellectual capacities.

Demonstration of Subject/Object Synthesis. At most universities, the requirement for papers is exclusively for objective, dispassionate analysis and research. At The Wisdom School of Graduate Studies, we turn this on its head and require both a rigorous demonstration that the student understands the content of the course or thesis project, and can use footnotes, bibliographies, proper formatting, etc. as well as demonstrate an equally rigorous insight into his or her interior journey as a result of learning the content at hand. In our view, it is the capacity to combine an objective grasp of the material under consideration and also engage in the introspective work of discerning how the material is actually affecting one's inner life and soul growth that is a mark of wisdom.

Responsibilities of the University

The Dean of Students will:

1. Give initial guidance to the Student in clarifying the questions of inquiry, and in thinking through the general direction of the dissertation.
2. Help the student in the choice of a Major Advisor, and will give written approval for the inclusion of the Major Advisor in the student's project.
- 3.—Be available to meet by phone with the student and the Major Advisor in the eventuality that a problem arises. Can call meetings in addition to those called by the candidate.-

The Doctoral Committee will:

1. Conduct a Candidate Review with the Student, Major Advisor, and Dean of Students.
2. Respond to questions from the Student and Major Advisor regarding the dissertation process.
3. Review the completed dissertation, and make recommendations for revision if needed.
4. In collaboration with the Dean of the School, give final approval for the dissertation.

The Major Advisor will:

1. Be available to help the student clarify his/her question of inquiry or statement of thesis in preparation for a proposal.
2. Approve the proposal and preliminary outline as presented by the student.
3. Support the student in meeting the timeline as outlined in the Dissertation Manual and Student Catalog.
4. Assess whether the Student has demonstrated a thorough knowledge of the subject matter and bibliographical resources of the project.
5. Review each draft in regard to content.
6. Be available to meet by phone should a problem arise.
7. Sign the title page of the completed dissertation.

Responsibilities of the Student

The Student will:

1. Confer with the Dean of Students as to the initial questions and general outline of his/her dissertation.
2. Confer with the Dean of Students concerning the selection of a Major Advisor.
3. Approach the potential Major Advisors to discuss and request advising.
4. If the advisor is not a University faculty member the student will present the credentials of the Major Advisor to the Dean of Students, including his/her curriculum vitae, for final approval.
5. Complete, sign and submit the DMin Major Advising Agreement form to the Registrar. Copies of this form to be retained by the Student, the Major Advisor, the Dean of Students and the Doctoral Committee.
6. Work under the direction of the Major Advisor in order to develop an initial proposal and preliminary outline of the project.
7. Contact the Doctoral Committee when ready to engage in a Candidate Review process.
8. Be available for meetings with the Major Advisor. This can be done either in person or by conference call. These meetings should occur to develop a proposal and preliminary outline, and after the descriptive outline has been completed to evaluate the first draft of the dissertation.
9. Adhere to the citation guidelines in the *Manual of the American Psychological Association* (APA). If the APA style is not followed, the dissertation will not be admitted.
10. Respond conscientiously to the feedback and advice of the Major Advisor.
11. On completion of the dissertation and final approval from the Major advisor, the student will make formal submission of the dissertation to the University.
12. Make any required revisions and submit a bound copy to the University.
13. Finally the student must complete all the graduation requirements outlined in the Student Handbook.

Anticipated Start Date: _____ **Anticipated Completion Date:** _____

Advising and Dissertation Credit Fees

The Advising fee (\$1250) and Dissertation Credit Fees of (\$1870) for a total of \$3120 are typically paid either as one lump sum (with a \$200 discount) or extended with installments of up to 6 semi-annual payments over a three-year period. Please check your choice of payment option:

- Payment in Full (\$3,120 less \$200 discount for a total of \$2,920 included with form)**
- 1 yr: 2 payments (\$1,560 each)**
- 2 yr: 4 payments (\$780 each)**
- 3 yr: 6 payments (1st = \$620, remaining at \$500 each)**

The first installment (\$500) of the Advising fee is paid to the Major Advisor after the signed Advising Agreement and completed Form W-9 for U.S. based individuals or Form W8BEN for non-U.S. based individuals have been received and approved by the University. The remaining installment (\$750) is paid after the University approves the Dissertation.

Student Name (printed) _____

Student Signature _____ Date _____

Major Advisor Name: (printed) _____

Advisor Signature _____ Date _____

Advisor Email Address: _____

Advisor Mailing Address: _____

_____ (Payment will be mailed to address you list above)

Advisor Home #: _____ Cell: _____

Wisdom School of Graduate Studies, Ubiquity University Administrative Use

Date Form Received _____ **Approved** _____

\$ _____ Dt: _____

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