

SASKATOON THEOLOGICAL UNION

Doctor of Ministry Degree in Contextual and Practical Theology

with an option to specialize in
rural ministry and
community development

Student Handbook
2020-2021



Accredited by the Association of Theological Schools (ATS)
in the United States and Canada

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WELCOME!

. . . to the Doctor of Ministry Program at the Saskatoon Theological Union! We celebrate your interest in life-long learning in a collaborative mode.

The Doctor of Ministry program is designed as a professional degree. It is intended to sharpen your skills and build ministry capacity in your site while allowing you to learn in context. It is offered in a distance-education, cohort-based format for those who desire to complete a graduate degree without having to relocate, and to do so with a group of committed colleagues.

This handbook is provided to inform you of program policies and procedures, to answer important questions concerning the program, and to guide you towards completion of your work. Please keep it at hand for ready reference. In addition to the materials in this handbook, the faculty and staff of the seminaries of the Saskatoon Theological Union are available to provide personal guidance and respond to your questions. Please do not hesitate to call or write as you have need. Thank you for being part of this endeavor. May God powerfully bless you and your people as you grow together in this process.

DMin Committee
Graduate Studies Council
Saskatoon Theological Union

PURPOSE AND EXPECTED OUTCOMES OF THE PROGRAM

Purpose

The work of practical theology is foundational to this degree program. The program provides ministry professionals and their ministry settings with interdisciplinary tools to engage their communities and contexts more effectively. Through cohort-based learning and contextually-based ministry teams, students will integrate academic, theological, and practical knowledge in, and for, ministry.

Expected Outcomes

Students who complete this program will have the following skills and abilities:

1. The ability to analyze the ministry setting and to integrate academic, theological, and practical knowledge by drawing on the resources of practical theology.
2. A deepened capacity for spiritual leadership through building learning communities with the peer cohort and within the ministry setting, particularly with the ministry team.
3. The ability to engage in qualitative research and to apply appropriate tools in the development and execution of a research project.
4. The capacity to demonstrate, through a research project report, learnings about their ministry setting and how this learning contributes to new knowledge and understanding of the theology and practice of ministry within denominational, ecumenical, and community contexts.

OVERSIGHT OF THE DMIN PROGRAM

The Schools

The DMin program is a creation of the three member schools of the Saskatoon Theological Union (STU): The College of Emmanuel and St. Chad, Lutheran Theological Seminary, and St. Andrew's College. These seminaries have worked together to offer graduate theological education for over 40 years. While the programs are jointly administered, students enroll in the school of their choice, which also grants the degrees.

The DMin Committee of the Graduate Studies Council of the STU

General oversight of all graduate programs is vested in the Graduate Studies Council (GSC) which consists of all faculty members in the Saskatoon Theological Union. Hands-on oversight of the DMin program specifically is carried out by the DMin Committee, which is appointed by the Graduate Studies Council of the STU.

In cases where a student has a conflict with a professor that they are not able to resolve directly with the professor, the Director of the DMin Committee will help to mediate a resolution, in consultation with the student's Program Advisor.

Program Advisor

Each student will be assigned a Program Advisor who will advise the student as he or she moves through the first phases of the program (course work). The DMin Committee appoints the Program Advisor when a student first enters the DMin Program. The Program Advisor might be chosen with a view to that person becoming the Project Advisor, but this is not necessary.

The responsibilities of the Program Advisor are to:

- be available for consultation regarding the student's program, and decisions regarding course choices or deviations from the regular program.
- advise the DMin committee when the student is ready to proceed to the choosing of a Project Advisor.

Project Advisor

By the end of the first year of their program the student, having made some determination of the desired project area, consults with and identifies a faculty member prepared to serve as Project Advisor. This may be the student's Program Advisor but not necessarily so.

The student informs the Program Advisor of their intent to request a Project Advisor. When the Program Advisor has determined that the student is ready to proceed to the preparation of a project proposal, the Program Advisor asks the DMin Committee that a Project Advisor be appointed. The DMin Committee then appoints the Project Advisor.

It is the responsibility of the Project Advisor:

- To ensure that the student submits a sound project proposal that conforms to the Project Proposal Form and is likely to receive DMin Committee approval. This will include:
 - overseeing the student's effective engagement with their ministry site
 - ensuring conformity to the approved project proposal
 - ensuring conformity to the writing standards for the project's final report. Those standards should be identified in the proposal, normally using one of the accepted style manuals (eg. Chicago, Turabian, etc).
 - determining that the project's central goals are meaningful for the ministry site and make a substantial contribution to the field of inquiry.
 - informing the Director when the student is prepared for the oral presentation of their project report.
- To submit the project proposal to the DMin Committee (and to work with the student on any required changes to the proposal and ethics protocol).
- To ensure after the presentation of the project report that any corrections required by the examiners are made prior to its submission to the library of the college of registration.

DISCRIMINATION AND HARASSMENT

The schools of the Saskatoon Theological Union do not discriminate on the basis of race, religious denomination, gender, age, class, sexual orientation or national/ethnic origin in the administration of any of the policies of the DMin program, including admissions, educational programs, and financial aid. Reasonable effort will be made to accommodate the handicaps of students who meet the admission requirements.

The STU schools do not tolerate sexual or other forms of harassment. DMin students are responsible to know and abide by the particular harassment policies and procedures of the college or seminary in which they are registered.

ADMISSION TO THE DMIN PROGRAM

Admission Requirements

Students must possess an MDiv or MTS degree, or their equivalents as defined by their school of registration.

A minimum Grade Point Average of 75 per cent (or its equivalent) in the above degrees is required.

Students will normally have the equivalent of three years of active ministry subsequent to the completion of their MDiv/MTS degree (or equivalents) and will be located in a ministry site suitable for carrying out a collaborative ministry project.

Foreign Equivalences

Since methods of recording grades and conferring degrees differ from country to country, foreign students wishing to enter the DMin program must write to the Registrar of the STU college in which they want to enroll, submitting details of their academic careers. This report should include transcripts of academic work and copies of any degrees or diplomas held, together with some information about the institutions granting the degrees. Applicants whose first language is not English must demonstrate English fluency as determined by a TOEFL IBT score (including the speaking component) of 88 with no component less than 20. **Test scores should be forwarded directly to the Registrar of the appropriate college.**

Qualifying work

If there is a question about whether candidates have the prerequisites needed for the program, candidates may be required to complete qualifying work prior to formal admittance, at the discretion of the DMin Committee.

Application Procedures

Applications for admission can be made to the Lutheran Theological Seminary or St. Andrew's College, in the Saskatoon Theological Union. Application forms may be obtained from any of the Registrars. Applications are received by the Registrar and then forwarded to the Director of the DMin Committee.

After reviewing the application, the Director of the DMin Committee forwards it, with any pertinent comment(s) to the DMin Committee with recommendation(s). The Committee rules on the application and communicates its decision to the school of registration, with a copy of the recommendation sent to the GSC chair. The school where the applicant applied will then notify the applicant of its own decision and (if the decision is positive) enrolls the applicant in the program.

Applications for the DMin must be received by their school of registration at least three months in advance of the formation of a new cohort. Normally new cohorts begin in August.

DMIN PROGRAM DESIGN

The DMin in Contextual and Practical Theology is targeted towards those engaged in ministry in Christian denominations in Canada. It is a rigorous program of study for those interested developing a deeper understanding of the theology and practice of ministry within denominational, ecumenical, and community contexts.

Those who participate in the DMin program may choose to specialize in rural ministry and community development. This specialization is primarily targeted towards ministers of all denominations in Western Canada who serve in town, country, or rural settings and are interested in a program of interdisciplinary theological study aimed at helping them to lead their ministry sites in more effective engagement with their communities.

The DMin program is a 30 credit hour program and has three main components:

1. Colloquia (3 colloquia; 4 credit hours total);
2. Courses of instruction (7 courses total; 20 credit hours total); and
3. A project in ministry planned, carried out and written as a final report in collaboration with a team in the ministry site and presented to an evaluation committee (6 credit hours total).

1. Colloquia

The colloquia are opportunities for cohort-building and sharing of learning among cohort members, and count as 4 credit hours total, towards the DMin degree.

Colloquium 1 (IU601) is a 10 hour, in-residence orientation to the DMin program. To avoid additional travel it may be held in conjunction with the initial DMin Foundations course (IU605). Colloquium I offers an introduction to the DMin program. In this setting, students will engage build cohort cohesion, engage in theological reflection, and share their research ideas as they begin work on a personal learning plan for the degree program. (1 credit)

Colloquium 2 (IU 602) will be held in distance format using a video-conferencing website. For this colloquium students will need access to a high-speed internet connection and a computer with webcam and earphones. In this colloquium, under the direction of a professor, students continue to apply concepts of practical theology and other disciplines as grounding for their research so they can engage in reflective conversation with their ministry team in the development of their core research question. This colloquium requires some preparatory reading, the sharing of ideas in an online format, and about 4 hours of on-line discussion. (1 credit)

Colloquium 3 (IU 603) is the final colloquium and is held online. This colloquium is dedicated to sharing project ideas and firming up project proposals. (2 credits)

2. Coursework

20 credit hours of coursework are required, with mandatory and elective courses comprising the twenty credit hours.

A. The following courses (14 credits) are mandatory:

- i. IU 605 Foundations (3 credits)
- ii. Bible-History-Theology course (3 credits)

- iii. IU781 Introduction to Qualitative Research Methods (2 credits)
- iv. IU701 Qualitative Research Tools and Application (3 credits)
- v. IU777 Capstone Course (3 credits)

Normally, the mandatory courses will be 5-day intensives, taught by STU and qualified outside faculty from the University of Saskatchewan and other schools. The courses will normally be taught on the campus of the STU. However, transfer courses from other accredited institutions may be approved. In addition, an STU course may be offered at another location that would be suitable for learning and DMin cohort accessibility.

B. Two electives (3 credits each for a total of 6 credits)

- i. Each student may choose **electives** from among courses offered at the DMin level and appropriate to the learning plan.
- ii. With approval by the student's program advisor and the DMin Committee, the student may transfer in, as electives, up to six credit hours from appropriate graduate courses in other accredited institutions.
- iii. With the approval of the student's advisor and the DMin Committee, a student may work with an STU faculty member to create a directed Reading Course that is appropriate to the learning plan. A DMin Reading Course Proposal Form is available from the advisor.

DMin mandatory and elective courses offered through the STU have three components:

- 1) **Pre-class preparation.** This may involve substantial reading and other assignments chosen by the professor. Syllabi will be made available to students via Populi and/or email approximately ninety (90) days prior to the start of the course so the student will have sufficient time to order the required textbooks and complete all reading and/or assignments.
- 2) **Class time.** Each class will normally be a five (5)-day interactive teaching module on campus or at a site chosen by the DMin Committee. One module per program may be taught through video conferencing.
- 3) **Post-class work.** This will involve an integrative ministry and/or writing project which draws from assigned readings, classroom presentations and interaction, as well as additional research. Each course syllabus will state the due date of post-class assignments.

3. Project in Ministry (IU789 Project in Ministry)

The Project, Final Report and Public Presentation of the Final Report count as 6 credit hours toward the DMin degree.

Throughout the first half of the DMin program, students work with their ministry sites (including community members) to identify an area in which a collaborative project might be carried out. This project will be led by a ministry team, chaired by the DMin student who is responsible for the initial recruitment and training of the team. Instruction in how to form a ministry team is given in Colloquium 1.

[Please Note: As part of admission documents, the student must provide written evidence that the ministry site has given permission for, and is invested in, the DMin program. See "Application for Admission to Saskatoon Theological Union Graduate Studies Programs."]

By the end of the fourth course students will have worked with their ministry team to select an issue to research and act on. A proposal for the project will be written up by the student in collaboration with the ministry team. See *Doctor of Ministry in Contextual and Practical Theology: Project Proposal and Ethics Protocols*.

In its final form, the project involves systematic research and action around a significant issue in one's ministry setting. It will be written up in the form of a final report, using input from, and language that is accessible to, the ministry team that coordinated the project. In the final report the student and ministry team will seek to integrate the practice of the theory, theology and experience of ministry, as revealed in their project, and in their ministry setting.

Duration of the Program

The duration of the program may vary with each candidate, depending on the scope of the candidate's professional responsibilities and the pace of progress toward the stated goals of the program. The responsibility for identifying all requirements and for meeting them within the appointed time frames rests with the student.

The program shall normally be completed in three years. If a student has not completed the program after three years, they may make a written request to the DMin Committee for an extension of one year. A maximum of two one-year extensions will be granted in a student's program. The purpose of this 'five year window' maximum is to help keep the cohort together, to ensure that obtained knowledge is reasonably current at the time the degree is conferred and to assure progress in the program. The start of the program is considered to be the date of the first course/colloquium taken by the admitted student. If the student does not take a course/colloquium (normally Colloquium 1) within one year of their acceptance into the program, they may be asked to resubmit or refresh application materials.

Active Status

Students will be charged a program fee each year that they are involved in active, credit-bearing work to a maximum of three years. This fee covers the cost of the Program Advisor, Project Advisor and Director of the DMin Program, including administrative time. In years when no work is being done for credit, or when the three years of program fees have been paid, the student will be charged a continuation fee. Students are responsible to inform their registrar when credit-bearing work is being pursued (even if it is for transfer credit at another institution) so that fees can be properly assessed. If a student's status changes partway through a year, fees may be adjusted accordingly. See school of registration current calendar under "DMin Fees" and the Appendix in this document.

Timeline

The following chart outlines the normal course of events and responsibilities over a model 3-year DMin program, assuming that the student has already been fully admitted.

Course/Required Program Element	Content	Teacher/Timing	Other Notes
Colloquium 1	+ Introduction to the program + Theological reflection + Sharing research ideas + What is a DMin? What makes it distinctive?	[Aug./Sept. – Program Year 1]	+ Colloquium 1 and Foundations course normally occur during the same week.
IU605 Foundations	+ Introduction to practical theology + Introduction to research tools + Ministry team expectations + Community dynamics and development + Reflexive practice (identity of researcher)	[Aug./Sept. – Program Year 1]	+ Foundations course and Colloquium 1 normally occur during the same week. + Establish ministry team after Foundations course (if team members have not already been approached)
Required Course Biblical/History/Theology		[Possible J-Term – Program Year 1]	Ongoing ministry team formation/meetings
Elective 1	Elective should connect with research interests of student. This connection should be discussed with program advisor.	[Sept.-April – Program Year 1]	Ongoing ministry team formation/meetings
IU781 Introduction to Qualitative Research Methods	+ Introduction to qualitative research and methods + Reflexive practice (identity of researcher, participant-observer) + Ministry context analysis + Theological reflection on research and ministry context	[May – Program Year 1]	+ Ministry team meetings continue + Work on developing core research question continues + Project advisors are named

Colloquium 2	<ul style="list-style-type: none"> + Exploring practical theology and student's core question + Reviewing practical theology and other disciplines as grounding for research question. + Asking: What are the theological foundations and connections for the practical research question the student will be exploring? + Reflective conversation with ministry team about developing core research question; report back from student and ministry team. 	[Aug./Sept. – Program Year 2]	<ul style="list-style-type: none"> + Ministry team discussion/input on core research question + Share learnings from practical theology readings and readings in other disciplines (as related to core research question) with ministry team + Discuss core research question with project advisor and gather ministry team input.
Elective 2	Elective should connect with research interests of student. This connection should be discussed with project advisor.	[Sept. – Dec. Program Year 2]	
UI701 Qualitative Research Tools and Application	<ul style="list-style-type: none"> + Specific qualitative research tools + Applying tools to core research question and developing draft research project proposal + Theological reflection on tools, ministry context, core research question 	[Nov. – Program Year 2]	Drafting research project proposal in conversation with project advisor and ministry team

Colloquium 3	<ul style="list-style-type: none"> + Presenting project proposal and ethics protocol to peers for feedback + The document, <i>DMin in Contextual and Practical Theology: Project Proposal and Ethics Protocols</i> offers complete instructions as to how to write a proposal. + Reflective conversation with ministry team about proposal; report back from student and ministry team required. 	[Jan. – Program Year 2]	<ul style="list-style-type: none"> + Revising draft project proposal and ethics protocol with project advisor. + Ongoing meetings with ministry team
Project Proposal and Ethics Protocol	<ul style="list-style-type: none"> + Submitted to project advisor for review and approval prior to sending to ethics reviewer + Make revisions as necessary in conversation with project advisor; re-submit to project advisor for approval before submission to DMin Committee 	[Feb.-March – Program Year 2]	Project proposal and ethics protocol submitted to DMin Committee for approval once project advisor has approved proposal and protocol.
Research	Research commences with active participation of ministry team (as defined in project proposal)	[April thru Aug. – Program Year 2]	Connect with project advisor regularly to keep updated on progress.
Writing Project Report	<ul style="list-style-type: none"> + Writing drafts of chapters for project report + Include reflexive practice (self-reflection and with ministry team) + “What do I learn about myself as minister, researcher, etc.?” 	[Sept. thru Nov. – Program Year 3]	SUBMIT DRAFT OF EACH CHAPTER TO PROJECT ADVISOR on time-line agreed by both

Capstone Course	+ Share draft of project report with cohort + Reflective conversation with ministry team about project report following capstone	[Late Nov. – Program Year 3]	+ Submit draft of project report to project advisor BEFORE Capstone course
Revisions to Project Report	+ After Capstone, revisions are made based on peer, faculty, ministry team, and project advisor feedback.	[Dec. thru Jan. Program Year 3]	Work with project advisor on revisions.
Final Project Report	+ To readers	[Approved by Feb.1 – Program Year 3]	+ Project advisor MUST approve final report prior to being sent to readers + Readers must have report in hand at least 3 weeks prior to presentation + Reports received after February 1 will not be guaranteed a presentation date that will allow student to graduate in May.
Project Presentation		[March – Program Year 3]	+ Minor revisions as required to project reports, approved by project advisors no later than April 25 for graduation in May. + Submit receipt for binding to college registrar prior to graduation.

Project Proposal and Final Report

The Project Proposal should be submitted according to the instructions in *DMin in Contextual and Practical Theology: Project Proposal and Ethics Protocols*.

The Final Report must be printed in a letter-quality style (Font: Times New Roman; Font Size: 12; Double-Space). It is to be submitted in the following format:

15,000-25,000 words (70-100 pages plus Appendices and Bibliography) including a title page and 200-word abstract. The final report should conform to one of the standard style guides in its recent edition (eg. K. L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; W. G. Campbell and S. V. Ballou, *Form and Style; MLA Handbook for Writers of Research Papers, Theses and Dissertations*). Whichever of these authorities is chosen, the student shall ensure that the rules are applied consistently throughout the final report.

Presentation of the Final Project Report

When the Project Advisor has determined that the report is ready, they will inform the Director of the DMin Program, who will arrange for an oral presentation of the project after first determining that all other requirements have been met. The Director of the DMin Program shall normally preside at the presentation.

The evaluation committee shall consist of the Project Advisor and at least two other faculty members. At least one of these must be from the STU. The other person will be from outside the STU with an earned doctorate. This external evaluator may be from a non-theological discipline, as long as this discipline is relevant to the project being evaluated.

At the end of the presentation, the evaluation committee shall make a decision concerning the acceptability of the final report and presentation, and assign one of the following:

- Acceptable with distinction. This grade reflects a project report and presentation of exceptional quality that makes a very significant contribution to the practice of ministry.
- Acceptable with Minor Revisions.
- Not Acceptable without Major Revisions and a subsequent presentation
- Not Acceptable

If the evaluation committee decides that the final report and/or presentation is Not Acceptable, the candidate may request the DMin Committee to approve the resubmission of an appropriately revised report and/or a second presentation. In considering such a request, the DMin Committee shall take into account the reasons for the candidate's failure in the initial report and/or presentation, any remedial work undertaken by the candidate, and the opinion of the Project Advisor. A subsequent report or revised presentation may not be submitted sooner than four months and not later than twelve months after the first presentation. In case of conflict with the absolute time limits for the completion of the program, the limits can be extended to

accommodate a revised report and/or a second presentation. A candidate who is unsuccessful a second time shall be judged to have failed the program.

Project Report Revisions and Binding

If the evaluation committee assigns a passing grade to the project report and presentation, it shall be the responsibility of the Director of the DMin Program to present this recommendation to the Graduate Studies Council for ratification, and to inform the Registrar of the school in which the student is enrolled that all requirements have been met.

If the evaluation committee stipulates any minor corrections or alterations of the Project Report, it shall be the responsibility of the Project Advisor to certify to the Director of the DMin Program before the recommendation goes forward to the Graduate Studies Council, that such corrections or alterations have been made.

The student must finally submit to the school of registration a professionally bound copy of the project report in its approved form, including the abstract and bearing the signatures of each of the members of the evaluation committee. A receipt from the bindery indicating that two bound copies have been ordered will be sufficient for graduation.

Grades and Appeals

The minimum passing grade for a course is 70 per cent. Classes for which a student has been assigned a grade lower than 70 per cent must be repeated or the student must offer a substitute.

A student who is not satisfied with a grade assigned in a course should speak with the professor and seek to find a satisfactory solution. If such a solution is not found, the student may submit a written statement giving the grounds of the appeal, together with the relevant papers, to the Director of the DMin Program. The Director of the DMin Program shall appoint a committee, in consultation with the faculty of the school in which the student is registered, to review the matter. The decision of the committee shall be final.

Other Policies and Procedures

Students are expected to abide by all policies governing the institutions in which they are registered (eg. fee payment schedules, academic dishonesty, etc).

LIBRARY RESOURCES

Libraries of the Saskatoon Theological Union

The library for the Saskatoon Theological Union is located at St. Andrew's College. The library at Horizon College and Seminary is also available for student use. Please register for a library card at the STU library at St. Andrew's College. Please check with the librarian for library hours of operation.

Reference Services:

The STU Library provides full reference services. Whether you need help finding a book or more in-depth training or assistance, Library staff are there to help you. STU Library Orientation is held at the beginning of the academic year, and additional tours and training sessions can be arranged at any time.

STU Library Website:

You can find complete descriptions of services and policies as well as catalogue and database access and useful links on the STU Library website.

For borrowing procedures and policies see the colleges' student handbooks.

Online Databases:

Online databases are electronic indexes to journals. They enable you to locate and retrieve articles through the Internet. A database may be multidisciplinary, like Wilson FirstSearch, or focused on a particular subject, like Religion and Philosophy Collection. A database may contain full text articles and/or citations/abstracts. The Saskatoon Theological Union Library subscribes to several subject-specific online databases. Please check with the library for more information.

Access to these databases is available with STU student login through the STU Library site. Please check with Library staff for more information. As an STU student you are entitled to borrowing privileges and to use some of the databases subscribed to by the University of Saskatchewan Library. Please check with Library staff for more information.

Interlibrary Loans:

If there is a book or article that you would like to read but you can't find in the STU library, you may be able to request it through U of S Library Interlibrary Loans or through the STU library. Please check with Library staff for more information and note that a fee may apply.

OTHER RESOURCES

- **Resources for Practical and Contextual Theology:** Theology professors in the Saskatoon Theological Union, University of Saskatchewan, Horizon (Pentecostal seminary), Briercrest (Pentecostal college), St Thomas More (Roman Catholic college associated with the University of Saskatchewan).
- **Resources for Rural Ministry Specialization:** There is a large collection of research institutes available at the University of Saskatchewan focused on resource extraction and the effect on rural communities, on public health and rural sociology.
- **Resources for Rural Ministry Specialization:** The Augustana campus of the University of Alberta's community development program (located in Camrose, AB).

APPENDIX ONE: TUITION & FEES

Tuition:

1. \$1350 per 3 credit course for academic credit
2. \$900 per 2 credit course/colloquium for academic credit
3. \$450 per 1 credit course/colloquium for academic credit
4. \$675 for audit of 3 credit course
5. \$450 for audit of 2 credit course
6. \$225 for audit of 1 credit course

Fees:

1. \$1000 per year program fees – 3 years only
2. Populi (online registration/administration system), \$34/term
3. \$2700 for project (6 credits)
4. \$1000 continuation fees per year; \$500 per semester (after 3 years of program fees—normally for two more years maximum unless the DMin committee offers a special extension)

	Credits	Tuition
Course		
IU 601 Colloquium 1	1	450
IU 605 Foundations	3	1350
Bible-Theology-History	3	1350
IU 781 Qualitative Research Methods	2	900
IU 602 Colloquium 2	1	450
IU 701 Assessment Tools	3	1350
IU 603 Colloquium 3	2	900
Elective	3	1350
Elective	3	1350
IU789 Project	6	2700
IU 777 Capstone	3	1350
Program Fee over 3 years		3000
Populi fee over 3 years		204
TOTAL		16704