

# Doctor of Missiology (DMiss) Handbook

Andrews University  
Seventh-day Adventist Theological Seminary

## Welcome

This handbook is designed to give succinct guidelines on policies and procedures related to the study and progress in the DMiss program. If you have more questions, contact us, we are committed to helping you.

For more information, contact the DMiss committee. Students should verify policy questions with the DMiss personnel.



## Deadlines for Application

All documents for application should be submitted at least 9 months before the start date for module 1 of the cohort being applied for. Apply online: [www.andrews.edu/grad/programs/missiology](http://www.andrews.edu/grad/programs/missiology) or [www.andrews.edu/apply/](http://www.andrews.edu/apply/)

## How Your Application Is Processed

Your application is submitted to the Graduate Admissions office on-line as noted above. The Graduate Admissions office processes your documents and communicates with you concerning any missing items. It is your responsibility to insure that all documents are submitted and in order for your admissions record to be complete.

After Graduate Admissions has a complete application folder they process it and send it to the DMiss director in the Seventh-day Adventist Theological Seminary, who reviews the documents and brings them to the DMiss admissions committee. Following this, the DMiss committee analyzes the application and makes a decision. Each application receives careful review. The admission decisions of the DMiss committee are based on the applicant's demonstrated capabilities.

The DMiss committee has the final authority to accept or reject applications to the program. The DMiss committee can also suggest further requirements in order to reconsider the application. All preparations for application, further study, or other degree work do not assure acceptance into the program.

The DMiss program director informs the applicant by email of the decision regarding your application.

## After You Are Accepted to the Program

### Finances

As part of the application process applicants prepare a financial worksheet detailing their estimated expenses for their first year of study. It is important that you prepare for the costs of graduate education. Otherwise, it becomes quite challenging to focus on studies.

The DMiss program might have scholarship funds available for students at times. The student will have to check this possibility. The scholarships will be given on the basis of need and merit.

Visa

## Grade Point Average

Students are expected to hold a minimum GPA higher than 3.00 (B). If the GPA falls below 3.00, the student is placed on academic probation and can regain regular standing only after having again reached the 3.00 (B) level. A student who accumulates more than three grades of C or below (2.00 or below) is not allowed to continue in the program.

## Transfer Credits

The DMiss program is cohort-based. Therefore, it is expected that all students will complete all activities as a cohort.

## Adviser

Students are expected to work with an adviser who is either a professor or another professor designated by the director.

## Dissertation Committee Role

The dissertation committee will guide you in the preparation of your dissertation proposal and then mentor and guide you in your doctoral research and dissertation writing.

Students are expected to work with an adviser who is either a professor or another professor designated by the director.

Make certain that the candidate writes well and follows regulations governing format according to *Andrews University Standards For Written Work*.  
 The adviser is not to do the work of the student. He/she is to ask the student to revise or edit when appropriate.  
 See that the candidate confines the written document to the appropriate length.  
 Inform the program representative when the dissertation is ready for defense.

## Dissertation

### Dissertation Proposal

Proposals for the dissertation will be accepted following the completion of the second module. Under the guidance of the dissertation adviser, the student will write a proposal. The final proposal must be approved by the dissertation adviser.

The proposal must contain a basic survey of pertinent literature, a clear statement of the problem, a succinct purpose statement, a description of the methodology to be employed, a list of tentative chapters and subsection titles, and a preliminary bibliography.

Following the fourth module and the proposal approval, the student registers in MSSN 899 DMiss Dissertation for 3 credits for each of the following two semesters. If the dissertation is not completed after one year, the candidate must register for MSSN 888 (DMiss Dissertation Continuation) every semester, and pay a continuation fee until the dissertation is completed and the defense held, or until the time limit has expired.

### Writing the Dissertation

The approval of the proposal marks the beginning of the research process. Closely following the approved proposal and under the supervision of the adviser, the student carries out the needed research, both theoretical and field-oriented. This portion of the program requires above all good time management.

Once the research has been completed, the writing follows. As soon as a chapter is written, the student submits it to the adviser and committee members for revision and approval. Normally, the adviser requests modifications, which the student must make before resubmitting the chapter. The process usually takes at least three rewrites.

The dissertation prepared by the DMiss candidate must:

1. Be written in a clear, concise, and logical manner.  
 2. Be well organized and easy to read.  
 3. Be supported by pertinent literature.



review. The dissertation secretary will inform you of any needed modifications. When the corrections are made you submit the corrected copy to the DMiss director for review.