

## Wesley Theological Seminary

### Information for Doctor of Ministry Students Planning to Graduate

1. You may finish your 30 credit hours in the January term of your year of graduation.
2. Students eligible for graduation will receive information from the Registrar's Office in late September of the year preceding graduation. Graduation information will appear on our website during the Fall semester: [www.wesleyseminary.edu/Commencement.aspx](http://www.wesleyseminary.edu/Commencement.aspx). The graduation application is available here or <http://www.wesleyseminary.edu/mywesley/dmin/graduation.aspx> and must be submitted by October 15.
3. Students who apply for graduation and discover they are unable to meet the appropriate deadlines may request in writing to be withdrawn from the graduation process. This request must be submitted to the Academic Dean's Office by letter or fax (202-885-8605) and must be signed by the student. Students who withdraw by March 1 of the year of graduation will incur no financial penalty.
4. These are dates and deadlines for graduation:
  - The year preceding graduation:
    - September 1: Last day for Project Proposal to be submitted to the D.Min. office for approval by the D.Min. Committee for graduating students. You will be notified when the assigned faculty member agrees to serve as your reader. It is your responsibility to contact that person to determine how you will work together.
    - October 15: Deadline to apply for graduation
    - November 15: Deadline to submit the biblical/theological chapter of your project paper to the D.Min. Office
  - The year of graduation:
    - February 1: Full draft of project paper due in the DMin Office. No exceptions.
    - March 1: Faculty reader's suggestions and revisions due to the student. Resubmit your paper until it meets your reader's expectations.
    - March 1: Deadline to withdraw your name in writing from the graduation process
    - March 1-30: Presentation of project to an appropriate audience. See guidelines at <http://www.wesleyseminary.edu/mywesley/dmin/graduation.aspx>
    - April 15: Final version of paper due in D.Min. office. You will submit one copy on regular copy paper plus photocopy permission signature page and signed RIM and TREN forms, according to Wesley Library standards. Names of students who have not met this deadline will be removed from the graduation list. Table of Contents must be accurate and all entries must match headers and sub-headers in the paper
    - May: Wesley Commencement on the Monday following the spring semester