

Wesley Theological Seminary
Information for Doctor of Ministry Students
Planning to Graduate in 2017

1. All course work should be completed by December in the year before you plan to graduate.
2. Students eligible for graduation will receive a transcript evaluation from the Registrar's Office in the fall of the year preceding graduation. Graduation information including logistics, forms, fees and regalia ordering will be available on a special commencement webpage set-up by the Registrar in the spring.
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apply for graduation and discover they are unable to meet the appropriate deadlines may request **in writing** to be withdrawn from the graduation process.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.

The Project Paper deadlines for graduating May 2017 are:

- **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.
- This is also the time to make sure you understand the requirements for formatting your paper correctly using the guidance of Turabian 8th edition and the Style Guide on the Library website. If you would like, you should also seek out someone to proof read your paper for grammar, structure and formatting.
- **October 15:** Deadline to apply for graduation (available on the website under forms)
- **October 15:** Deadline to submit the biblical/theological chapter of your project paper to your reader.
- **November 1:** The Dmin office will send out instructions regarding posting your project paper on the Blackboard site.

The year of graduation:

- **January 15:** Full draft of project paper due to your Reader. No exceptions.
- **February 15:** 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 on the web under Project Paper information. (the Doctor of Ministry icon on My Wesley)
- **April 1:** Final version of paper due posted on Blackboard.
- **May:** Wesley Commencement