



CANADIAN BAPTIST SEMINARY  
MENNONITE BRETHREN BIBLICAL SEMINARY  
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TRINITY WESTERN SEMINARY

## **Doctor of Ministry Program Manual 2021-22**

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## Welcome to the Learning Journey!

We welcome you to the Doctor of Ministry learning journey. We hope you will find your time as a participant in the Doctor of Ministry program is rewarding, a time to expand your knowledge and spirit in God's service.

We welcome you as part of the unique community of ACTS Seminaries. Thirty years ago, the founding members had a vision for partnership in ministry. From multiple founding denominations they forged bonds that have endured and strengthened over the years united in the shared conviction that unity in ministry training glorifies God and is not merely desirable but essential in today's world. This has proven true as faculty, staff, and students shared in learning together. As a participant in our Doctor of Ministry program you become a part of this community, which we hope will enrich your heart, mind, and spirit. We invite you to contribute from what God has placed within you as well. Our welcome expresses our commitment to one another, and it is our invitation to participate with us in the great task of furthering God's purposes.

We are all learners. Doctor of Ministry programs are different from programs designed for a first theological degree. You already have obtained that qualification, and you've also had significant experience in the actual work of ministry. You have matured in ministry, having learned much but knowing that there is more—endlessly more—to learn. Those of us who serve as faculty are also learners with you. We have some things to teach, but we also have much to learn. For this reason, we do not label you as “students” but as “participants” with us in learning more about God, his ways, and what pleases him.

We call it a “learning journey” because learning involves exploration. Our Doctor of Ministry program is definitely not limited to a classroom experience. Neither is it a matter of isolated researchers laboring in a cubicle or office. We seek to engage biblical and theological wisdom, culture, and leadership, and to integrate all of these in daily application. One of the major features of our program, in fact, is called “Journey,” an immersive interaction with the warp and woof of real life. But more than just a course, journey is a metaphor for the adventure we are all on together.

We believe that God has brought you to us for a special purpose. We hope to assist you in pursuing that purpose with skill, energy, wisdom and the fellowship of the Spirit. Over three or four years we hope to get to know you well and to become friends and partners in the learning journey.

# Pursuing Your Ministry Dream

You have a sense, a Spirit-led intuition, of what God wants to do with your life. It may be quite clear or perhaps it is just taking shape, but you have a conviction and a passion living within you that God has something important for you to do. You know that you are only a small part of God's great purposes over the millennia, but you understand that every part of his plan is important. You want to fulfill faithfully what God has in mind for your ministry and your life.

We call this conviction your “ministry dream” and that is what this program is all about. What will it take to realize your ministry dream? Many things, no doubt, but we had four of them in mind when we designed this program.

1. **A deepening capacity to reflect on biblical and theological truth.** Being faithful to your ministry dream will require a deepening understanding of who God is, how he has made and gifted us, and what he wants us to do. Developing this understanding is the process of a lifetime, but the teaching of Scripture is an indispensable foundation. Therefore we have structured this program to enhance your understanding of what the Bible teaches at a deep level.
2. **Ability to effectively interpret and engage culture.** Biblical and theological truth must be turned into ministry within particular cultural settings. Failure to do so results in irrelevance or, worse, serious mistakes. Our goal is to cultivate your capacity to “exegete” accurately and effectively the culture in which you serve.
3. **A well-developed capacity to lead a community.** If you have a solid biblical and theological understanding and have worked out how to further God's purposes in your culture, you will need to enlist others in the dream. Leadership is the skill that turns passion and knowledge into effective action.
4. **Integrated awareness of God's presence in your life and the lives of others.** Every day and in every relationship, you want to be God's person, aware of his living presence. You want to walk with God in the power of his Spirit.

## Four Perspectival Frames

In the Doctor of Ministry program we work regularly with four “perspectival frames.” A frame is a way of looking at the world that calls attention to certain features of a situation. People who are able to see the world through multiple frames, gaining from each important insights that develop understanding, are better able to move forward with wisdom and effectiveness. Each frame, or way of looking at ministry, yields rich insights.

As you cultivate the discipline of shifting from frame to frame and then integrating what is learning into a whole perspective, you improve in your ability to understand more fully what is truly happening.



The diagram above shows how these pieces fit together.

- You and your ministry dream are at the center of it all. This is your passionate vision for your life and contribution to God’s work. It may be very specific as in “I want to plant a multi-cultural church in downtown Vancouver.” Or it may be just a spiritual intuition that “God is calling me to serve the Bible translation movement.” Either way our goal is to help prepare you to pursue that vision.
- Your Doctor of Ministry project will be the most significant work you do in the program. You will develop it in consultation with faculty and carry it out under the mentorship of a faculty supervisor. Your project must be set in the real context of ministry. A purely theoretical study or an exegetical and theological analysis alone is not sufficient.
- The four perspectival frames are an indispensable underpinning for your project. You may or may not refer to them specifically, but we will be looking for evidence that you have incorporated their insights into your project.

## Specific Program Goals

We hope you can begin to see what makes the Doctor of Ministry program unique. *You are the goal!* At every step you and your learning are the focus. This is a profound characteristic

of the Doctor of Ministry program. It is a process of personal and professional development in which your capacity to serve God will grow. The Doctor of Ministry Program is intended to help you function as a ministry professional at an advanced level. Here are some specific goals of the program.

- Develop an advanced understanding of the nature and purposes of ministry.
- Enhance your competencies in pastoral or ministry analysis and ministerial skills.
- Integrate multiple perspectives into a theologically reflective practice of ministry.
- Perceive and verbalize a ministry issue and formulate the necessary action steps to understand and address it.
- Develop appropriate personal and professional ethical standards for mature conduct.
- Enhance your ability to focus motivation and to lead initiative on a specific area of ministry;
- Continue your growth in spiritual maturity.
- Demonstrate competence to cultivate clear, coherent, objective modes of thought and research techniques, expressing them in a scholarly manner, employing correct English composition and grammar.

All of these goals come to focus in execution of your major Doctor of Ministry project. The project process is described in more detail in the project section of this manual.

## **Progressing Through the Program**

Now that you have the theory that shapes the program, let's look in more detail at how you will progress through the program.

The first thing to know is that the Doctor of Ministry is 33 semester hours, the equivalent of one full year of studies spread over three years. This duration is a requirement that is an important part of the program's design, which incorporates seminary learning with the actual practice of ministry. This becomes the first anchor point for understanding the program. The Doctor of Ministry project takes up a significant portion of the third year.

Because the Doctor of Ministry project is a major undertaking, it is not unusual for participants to require an extra year to complete. The normal time to complete the program is between three to four years.

Doctor of Ministry participants are almost always working in ministry, too, so you can see that it is very full schedule. Be sure to read the section "Making Time for Your Studies" later in this manual.

There are four elements to the program. Each is explained more fully later, but for now let's concentrate on the overview of the entire program.

	Fall Semester	Inter Term	Spring Semester	Summer Semester
Year One	Orientation Mindset 1 Project	Explorations 1	Explorations 2 Project	Journey 1
Year Two	Mindset 2 Project	Explorations 3	Explorations 4 Project	Journey 2
Year Three	Mindset 3 Project	Explorations 5	Explorations 6 Project	

\* Inter Term runs from December through February

- Mindset (3 courses; 3 credits each).** Each year in September we offer a theological conference titled Mindset. This one-week experience provides part of the very significant biblical and theological reflection that is so vital to the Doctor of Ministry experience. You will attend a Mindset conference three times. The first Mindset conference is preceded by a two-day orientation for new participants.
- Journey (2 courses; 3 credits each).** At the other end of the calendar is an eight-day immersive experience. Journey reflects our conviction that developing the capacity for the “advanced practice of ministry” requires contact with real ministries. There is more to be learned that can be taught in a classroom. The location of Journey changes from year to year. One will likely be in the Vancouver area. We have also gone to Montreal and Ottawa for the Journey. Participants in the Bible translation stream may experience Journey in another country. You will join the Journey experience twice. In the third year you work on your project.
- Explorations (6 courses; 2 credits each).** Explorations courses are designed to advance your knowledge of important issues in the practice of ministry. These courses are offered online and involve significant independent study. Course content allows you to customize the program to serve your goals.
- Project (6 credits, taken as one credit each fall and spring term).** This is your Doctor of Ministry project. Rather than leaving it all to the end, we break it down one credit per semester. That way at the end of three years it's all paid for and you can concentrate on doing the work.

# A Closer Look at the Program Components

Let's take a closer look at the four program components and make some observations about how you can be successful at each one.

**1. Mindset Theological Conferences (3 courses; 9 credit hours).** This is the biblical and theological foundation of the Doctor of Ministry program. Doctor of Ministry participants already have a basic theological education. Mindset is organized as a week-long event in which a dozen or more faculty members present various perspectives on a central topic. Rather than a sequential review of topics and facts, Mindset provides participants with multiple perspectives on the main theme. In particular, Mindset works to explore the topic from our four perspectival frames: biblical and theological studies, cultural analysis and engagement, community and leadership, and integrated application and living awareness.

Here is a conference schedule from a past year which addressed the main topic of “The Triune God and His World.” Each day begins with presentation on biblical and theological aspects of this important theme. Throughout the day sessions examine the main topic through the other perspectival frames. Here is a typical example of how a Mindset week is organized.

The Triune God and His World

Monday	Tuesday	Wednesday	Thursday	Friday
Course Overview & Preliminary Matters	Who Is God: Exile, Deliverance Perkins (incl some break)	Who Is God: The Presence of God Rapske (incl some break)	Who Is God: God and the Nations Chun (incl some break)	Who Is God: Eschatology Cooper (incl some break)
Who Is God? Creation Hiebert (incl some break)	Break	Break	Break	Break
Lunch	Integrative Application: Woodland Auxier	Leadership as Spirit-Empowered Task Saffold	Pastoral Theological Methods Woodland	How (Not) to Change the World: Living as a Faithful Presence Guenther
The Great Omission: Revitalizing Vocation and Calling Guenther (incl small break)	Lunch	Lunch	Lunch	Commissioning Lunch
Break	Varied Responses by the Church to the "Enduring Problem" Guenther (incl some break)	Entry to Suffering Woodland	Leadership as a Communal Task Saffold	Compassionate Incarnational Ministry Woodland
God's Call to Leadership: Saffold	Break	Break	Break	
Unassigned	The Call Betrayed Saffold	Epistemological Challenges Chamberlain (incl some break)	Secularization in Canada Guenther	Leadership as a Redemptive Task Saffold

There are three main topics for the Mindset conferences which we take up in rotation on a three-year cycle. Each fall we address one of these topics.

- **The Triune God and His World.** This conference is about God's Trinitarian nature. We learn more about who he is, what he is like, how he has created the world and why.
- **The Image of God in Us and in His People.** This conference is about us and our unique nature as God's created people. Why are we made as we are? What is the nature of the divine image God has placed within us? How does this affect our understanding of our place in the world?
- **The Mission of God in the World and Through His People.** What is God doing in the world and what is our role in his task? There is a role for all human beings and for us particularly as his people.

When you attend a Mindset conference, be prepared to think deeply about the topic. Let each speaker's perspective challenge your own thinking. You will find that these topics are incredibly multi-faceted and can add breadth and nuance to your own views.

Mindset conferences can be taken in any sequence. You will begin with the topic that is scheduled for the fall you start the program and progress through all three main topics. Because we offer only one topic each year and you must complete all three topics, it is important that you not miss a Mindset conference.

**2. Explorations Independent Studies (6 courses; 12 credit hours).** Explorations courses are taken online and involve faculty-led sessions and substantial independent study. Explorations are designed to enable participants to further develop their capacity for advanced theological reflection on ministry and to provide an opportunity to create presentations, tools, or experiences that can be applied in ministry settings. They are also an opportunity for you to customize the Doctor of Ministry to fit your interests and to meet the needs of your ministry.

- **DMN 971: Doctor of Ministry Research.** This is the first Exploration you will take. The course introduces you to the process of research necessary to complete your DMin project. By the end of the course you should have a preliminary research proposal. If you are clear in your goal at this early stage, it is possible that you will have a complete research proposal ready for review by the Doctor of Ministry Committee.

The next five Explorations courses are normally taken in a sequence, but it is possible in some cases the vary the order.

- **DMN 972: A Model for Cultural Analysis.** The relationship between Christians and culture has always been variegated and complex. In order to help Christians make more faithful choices in everyday life, and be more confident and aware agents of

reconciliation, they need the ability to understand and interpret culture. A high level of cultural awareness along with critical skills for critiquing culture from a Christian perspective enhances Christian service and leadership effectiveness both in church and within society at large. This course supports advanced reflection on the practice of Christian service by providing students with conceptual and analytical tools for understanding better the cultural context in which their Christian service takes place.

- **DMN 973: Adaptive Leadership.** This course supports the advanced practice of ministry leadership which always includes the necessity of preparing ministries for the future and leading processes of change which enable the ministry to adapt successfully. The course will focus on the theory of Adaptive Leadership, an approach that ministry leaders can use to guide the processes of learning and organizational modification. An analysis of an operating ministry organization in terms of Adaptive Leadership is the major work of the course.
- **DMN 974: Integrating Application: Spiritual Formation and Ministry.** In this course, participants will study how Scripture, Spirit, Community and Mission shape our souls. Spiritual formation will be examined from personal, corporate and missional dimensions, to encourage individual spiritual growth and ministry applications.
- **DMN 975: Special Topic.** Special topics courses can vary from year to year, responding to need and interest. For example, during the COVID-19 pandemic we offered the course “Ministry in Challenging Times.” These courses keep the program fresh and current to evolving ministry needs.
- **DMN 976: Independent Study.** This course is normally your last Doctor of Ministry course. For it you will choose a topic to explore in greater depth and use the understanding you gain to help you advance your Doctor of Ministry project.

**3. Journey Immersive Experience.** The Journey Immersive experience is an in depth encounter with the realities of ministry. For eight days we will travel together outside the classroom to observe different ministries and to hear from their leaders about the mission, vision, and leadership realities of their ministries. There are several convictions that underlie the Journey experience.

- **The context of ministry is the teacher.** In the classroom a professor presents content and participants are expected to learn from the presentations. On the Journey professors accompany you but we are all in the role of learners, taught by the realities of ministry in context.

- **The learning mode is “participant observation.”** As we enter into ministry locations, our role involves careful observation, listening for what drives ministry in that situation, and occasionally even participating in the activities of the ministry. Participant observers must come with eyes, ears, and minds open. The task is to understand and learn, not to judge.
- **Ministries take place within a larger context of culture.** It is important to consider the broader historical, social, and cultural context of each ministry. How has it been shaped by and is responsive to (or not) its environment?
- **Diversity of ministries is important.** Ministry comes in many forms, and it is helpful to experience many forms. This will probably involve exposure to ministries quite different in theology and method than your own. It may also involve ministry from other religions. In every case the goal is to learn, reflect, and appropriate what is useful to you in your work.

**4. Doctor of Ministry Project.** Your Doctor of Ministry project is the major, research-based expression of your ministry dream and vision. It is the high point of every successful Doctor of Ministry experience. More on the project, how to prepare for and execute it can be found in the Doctor of Ministry Project Manual.

## **Putting It All Together**

Now we can put all the parts together. The program is arranged for great flexibility. You will need to attend class on the TWU campus only once each year in September for the Mindset conference. You will also need to attend Journey twice for eight days at the location where it takes place. So out of 33 credits, only 15 require that you come to class. Students from outside North America will have to allow for five trips to Canada over the three years or six trips if you choose to be present for graduation ceremonies.



The rest of the program, 18 credits, is independent study that can be done from whatever location you find convenient.

## Expectations of Participants

The Doctor of Ministry program assumes that program participants have completed Master’s level studies and are ready and capable of advancing to doctoral level work.

Assignments will be graded on the following scale.

Letter Grade	Description	Grade Point	Meaning in Graduate Work
A+	Superior	4.30	Exceptionally well-reasoned, compelling development of position. Outstanding incorporation of personal perspective as well as of references and resources. Strikingly appropriate examples. Extraordinary insight, critical analytical and evaluative ability, and creativity. Superlative style and language usage.
A	Excellent	4.00	Well-argued and convincing development of position. Insightful incorporation of personal perspective as well as of references and resources. Notably appropriate examples. Excellent insight, critical analytic and evaluative ability, and creativity. Impressive style and language use.

A-	Very Good	3.70	Thorough and plausible development of position. Skillful incorporation of personal perspective as well as of references and resources. Very good examples. Very good insight, analytic and evaluative ability, and creativity. Commendable and fluent style and language usage.
B+	Proficient	3.30	Proficient development of position. Appropriate incorporation of personal perspective as well as of references and resources. Relevant examples. Good quality insight, analytic and evaluative ability, and creativity. Clear and correct style and language usage.
B	Good	3.00	Competent development of position, but possibly with some gaps and/or limitations. Good incorporation of personal perspective as well as of references and resources. Good examples. Reasonable insight, analytic and evaluative ability. Little creativity. Generally good style and language usage, but possibly with some minor flaws.
B-	Average	2.70	Average development of position, but with obvious gaps and/or limitations. Satisfactory incorporation of personal perspective as well as of references and resources. Satisfactory examples. Reasonable insight, analytic and evaluative ability. Little creativity. Generally satisfactory style and language usage, but possibly with some minor flaws.
F	Unacceptable	0.00	Little evidence of original thinking or the capacity to analyze, synthesize, or evaluate course material. Weak in provision of documented, illustrative, or descriptive evidence. Limited integration with external sources. Shows lack of understanding and/or competence in several of the criteria described above. Significant weaknesses in terms of clarity, coherence, and grammar or spelling. <b>This grade places the student on “Provisional Standing.” See the note below this chart</b>

**Doctor of Ministry Program Status.** Standing in the Doctor of Ministry program is evaluated every semester.

- **Clear Standing:** Participants in the program must have at least a minimum passing grade of B- in each Doctor of Ministry course, and satisfactory progress in the research project.
- **Provisional Standing:** The participant has a grade of less than B- in only one Doctor of Ministry course OR has failed to meet a specific program requirement. Participants with Provisional Standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by their Program Director.
- **Withdrawn:** The participant has more than one grade of less than B- or has failed to meet the requirements of the provisional plan of study. A participant who has been withdrawn from the program is not eligible for readmission into the program.

## TWU Moodle System

Courses and related materials are managed within the TWU Moodle Learning Management System which is accessed at <https://learn.twu.ca/my/>. Every participant receives a Moodle account. You are required to be aware of your login credentials, to keep them secure, and to interact with course materials and submit assignments through Moodle. Help for Moodle is available online when you login.

## Library Access and Logos Software

As a student at ACTS Seminaries you have the wonderful privilege of using the Logos Bible Software system. Logos incorporates numerous texts of the Bible and associated resources and commentaries. It also includes some of the books used for assigned readings. Check your Logos library before purchasing a book. Training for Logos is regularly available.

Library resources are available from TWU's Alloway library. The Library has increasingly moved to providing access to digital resources and databases which are exceptionally important for doctoral level studies. The University's theological librarian is Bill Badke (badke@twu.ca) who can be a wonderful source of assistance. Do not hesitate to seek him out. Note that the library makes available extensive resources online including access to many theological library databases. Go to <https://www.twu.ca/library/>.

## Making Time for the Program

Earning a Doctor of Ministry degree is a very significant achievement that comes with the satisfaction and reward of being a “doctor of the church.” Achievement at this level involves substantial effort. You will have to open up time in your schedule and work habits for the Doctor of Ministry program. You cannot enroll as a Doctor of Ministry participant and hope to be successful without taking a very thoughtful approach to managing the workload.

Experienced participants suggest that the Doctor of Ministry program will require at least 10 hours per week of work on average throughout the year. This workload needs to be maintained without shortchanging your other responsibilities and family obligations.

Consider being a Doctor of Ministry participant like a part-time job. Rather than simply trying to squeeze more hours of work into your week, we recommend that you consider what you can eliminate from your schedule for the duration of the program.

## Maintaining Status in the Doctor of Ministry Program

Participants must maintain continuous enrolment in the Doctor of Ministry program through to completion. “Continuous enrolment” is defined as enrolment in at least one course every fall and spring term of the program. The continuous enrolment requirement is satisfied for the first three years of the program by following the normal course enrolment pattern which includes taking a course each fall and spring term.

**Program Continuation.** Participants who have completed enrolment in 33 credits of study but who have not yet completed their Doctor of Ministry project, must enrol in DMN 955: Doctor of Ministry Continuation every fall and spring semester. This allows ongoing access to library resources and continued faculty coaching and mentoring. Registration in DMN 955 carries no credit but is charged at the rate of one credit of tuition for each fall and spring semester. DMN 955 enrolment is not required for summer.

**Leave of Absence.** Participants faced with circumstances that prevent them from continuing for a period of time, must request a leave of absence by sending a letter to the Director of the Doctor of Ministry program. Leaves will be granted for one year, and participants cannot graduate during a leave year. Leaves can be renewed . If after two years of absence a participant has not been able to resume studies, their registration as a Doctor of Ministry student will be terminated. Appeals for special consideration can be made in writing to the

program director stating the reason for extending the leave period. The Doctor of Ministry program will consider appeals on a case-by-case basis.

**Withdrawal.** Participants can withdraw from the program by sending a letter of withdrawal to the Director of the Doctor of Ministry program. Withdrawal will be complete upon payment of any outstanding charges and return of any borrowed materials.

## Financial Policies

Participants are expected to keep their account up to date at all times. Accounts that are in arrears may result in suspension of the opportunity to enrol in courses or in some cases removal from the program.

## Graduation Requirements

Participants who have completed all program requirements are eligible for graduation. These include earning 33 semesters hours of Doctor of Ministry credit and completing an acceptable Doctor of Ministry project.

Participants who intend to graduate in the fall or spring semesters must file an application for graduation with the TWU Registrar's office no later than October 31. The Registrar will audit the participant's record to ensure all requirements have been met. Please be aware that this process takes time.

## Completing a Doctor of Ministry Project

The final requirement for your Doctor of Ministry degree is completion of an approved project.

1. You work with your project mentor to complete a draft of the project. The mentor will review your draft and advise the Doctor of Ministry Director if the project is ready for review by the second reader.
2. The Doctor of Ministry Director will arrange for a second reader for the project. The Doctor of Ministry Director, your project mentor and the second reader will meet and make one of the following recommendations to the Doctor of Ministry Committee.
  - a. The project is acceptable without revisions and is recommended for a grade from A+ to B-.

- b. The project is acceptable, is recommended for a grade from A+ to B- but requires minor revisions that the Doctor of Ministry Director can approve.
- c. The project requires major revisions and further review by your mentor and second reader before assignment of a grade.
- d. The project is unacceptable and will be assigned a grade of F.

This mark will be 90% of the final project grade. The remaining 10% will be determined by the public presentation of the project. See step 6.

3. The Doctor of Ministry Committee will meet to receive the recommendations for approval. The Committee may:
  - a. Agree and approve the recommendations.
  - b. Agree to approve the project but modify the recommended grade.
  - c. Not agree in which case the Committee will determine a course of action either to address the issues or fail the project.
4. Candidates whose project has been approved will work with the Doctor of Ministry Director to schedule a public presentation of their results. Events will normally be held at the Langley campus but other arrangement may be made.
5. You will present your results at the scheduled meeting.
  - a. At least one member of the Doctor of Ministry Committee will be present and introduce you and to host the event.
  - b. You will have about 45 minutes to make a presentation on the goals of the project, findings, impact on their personal ministry, and suggestions for others.
  - c. There will be 30 minutes for questions.
  - d. The member of the Committee who is present will thank the audience for coming and conclude the presentation.
6. Upon completion of the public presentation, the remaining 10% of the mark for the project will be determined and a final mark for the project assigned.
  - a. If any significant concerns have arisen, the member of the Doctor of Ministry Committee who is present will communicate those concerns to the Committee which will determine a course of action.
7. Participants who have completed all graduation requirements are eligible to participate the graduation ceremony. Participants who have not quite completed their project may be able to participate if their project mentor agrees that the project is in the final stages of completion.

## Other Policies

**Academic Integrity and Avoiding Plagiarism.** Christian scholars at ACTS Seminaries regard academic integrity to be a core value. Students are invited into this scholarly culture and are required to abide by the principles of sound academic scholarship. This means that all members of the ACTS academic community must avoid all forms of plagiarism and cheating in scholarly work. Plagiarism will be treated as a serious offense and will result in the failure of the specific assignment and possibly also in a failing grade in the course. Every instance of plagiarism without exception (even minimal plagiarism) will be reported both to the registrar and the Academic Success Committee of ACTS Seminaries and will result in a letter included in your permanent student record.

Learning what constitutes plagiarism and avoiding it is the student's responsibility. Two resources describing plagiarism and how to avoid it have been prepared by TWU Librarian William Badke and are freely available for viewing at the URLs below:

- <https://prezi.com/od62fxnkbmxh/plagiarism-how-to-get-it-out-of-your-life/> (Prezi presentation)
- <http://bit.ly/1p00KX3> (Google Slide presentation offering more comprehensive information)

**Student Handbook.** ACTS uses the TWU Student Handbook as a guide for all seminary students enrolled in the consortium. Though some features in the handbook are focused on the university's undergraduate population, it provides the essential student life information for ACTS students as well. It can be found online at: <https://www.twu.ca/student-handbook//>.

**Use of Tutors.** Students who use the assistance of tutors must indicate that they have done so, must describe the nature of the assistance, and must include full contact information of the tutor. Failure to disclose the assistance of a tutor will result in the rejection of the assignment. Students will be exempt from this disclosure requirement if they use the TWU Writing Centre.

**Research Ethics.** Note that all research projects involving human participants undertaken by members of the TWU university community (including projects done by students in the ACTS consortium to satisfy course or degree requirements) **MUST** be approved by the Trinity Western University Research Ethics Board. Information and forms may be found at <https://www.twu.ca/research/research-services/human-research-ethics>. Those needing additional clarification may contact the ACTS Academic Director's office. Please allow at least three (3) weeks from the date of submission for a review of the application.

**Student Account Set-up.** All students at ACTS Seminaries have a TWUPass username and password. This is determined at the time of your enrolment deposit. Your student email account is also available through this Student Portal and is vital for communication about grades, account statements, lost passwords, sign-up instructions, etc. If you do not know your account or password, there is a link at the login area called “I forgot my password.” When you click on that link, you will be walked through the process of retrieving your account information, The Student Portal is available at <https://www.twu.ca/students/student-services>.

**Policy Information and Student Concerns.** Information on academic and community life policies and procedures that affect students can be found on the ACTS Seminaries website. Students who wish to communicate concerns or to lodge academic appeals are welcome to contact the appropriate faculty or staff member directly, or to fill out and submit the relevant Concerns & Grievances or Appeals form found at <https://www.actsseminaries.com/myacts/forms>.

**Students with a Disability.** Students with physical or learning disabilities or mental health challenges are encouraged to contact the TWU Centre for Accessible Learning to discuss their specific needs and possible accommodations. Within the first two weeks of the semester, students must meet with their professors to agree on accommodations appropriate to each class. See the CAL website for more details: <https://www.twu.ca/learning-commons/centre-accessible-learning>.