Academic Handbook
# Table of Contents

3 Ligonier Academy Doctor of Ministry: Introduction

4 Our Doctrinal and Spiritual Commitments

5 Location

6 Doctor of Ministry: Program Overview

7 Board of Directors

8 Leadership and Faculty

12 Admissions

15 Tuition and Fees

16 Populi: An Introduction to our Student Database System

18 Registration

19 Academic Policies

22 Course Offerings

26 Student Standards of Faith and Conduct
INTRODUCTION

The Doctor of Ministry Program is a professional degree for pastors, missionaries, and others involved in full-time ministry who desire to reach new levels of reflection on and competence in the practice of ministry. The program emphasizes the application of theology and the means of grace to ministry.

The Doctor of Ministry degree is the highest professional degree for men in ministry. Both theology and practice are of vital importance in ministry—yet so many in our day seem to value one at the expense of the other. Right theology is indispensable, but it’s also essential that we communicate and impart God’s truths to God’s people in a life-changing way. True, God-glorifying church growth is always built upon the centrality of Jesus Christ and God’s matchless, inerrant Word (1 Tim. 3:15). At the Ligonier Academy of Biblical and Theological Studies, the Doctor of Ministry program provides a unique blend of coursework on the central theological issues of the historic Christian faith and the practical issues of preaching, worship, evangelism, and missions—all taught by a first-rate faculty including seasoned theologians and experienced pastors such as Dr. R.C. Sproul, Dr. Derek W. H. Thomas, Dr. Steven J. Lawson, and Dr. Sinclair B. Ferguson.

Our Motto

Ligonier Academy’s motto, *Post Tenebras Lux*, “After darkness, light,” carries nearly five hundred years of history as a motto and rallying cry of the Protestant Reformation. This motto has stood for the rediscovery of biblical truth in each generation—finding the “light” of truth after the “darkness” of heresy and error that constantly creep in throughout church history.
OUR DOCTRINAL AND SPIRITUAL COMMITMENTS


The institution’s doctrinal commitments also include endorsements of the Chicago Statement on Biblical Inerrancy and the Cambridge Declaration of the Alliance of Confessing Evangelicals. While Ligonier Academy Doctor of Ministry students represent a broad range of evangelical affiliations, all students are required to comply with the Student Standards of Faith and Conduct discussed on page 26. As a community of teachers and learners, Ligonier Academy is committed to promoting moral and spiritual excellence by openly requiring, regularly urging, and making every effort to display the fruit of the Spirit in our lives. Good teaching, study habits, and intellectual ability are crucial. What is truly indispensable for success at Ligonier Academy, however, will be the sober-minded and joyful application of Christian graces to all teaching and learning.

Ligonier Academy is also committed to pursuing academic excellence. We do so by promoting a spirit of inquiry after the truth, by making every effort to sharpen students’ ability to distinguish between truth and error, by exhorting students to be faithful stewards of the abilities that God has given them, and by cultivating a spirit of accountability to the Lord our God.

Together, the Ligonier Academy community seeks to maintain an environment conducive to individual and corporate growth in the knowledge of God and His revelation.
Ligonier Academy sits on a strikingly beautiful campus, in close proximity to Ligonier Ministries and Saint Andrew’s Chapel. A walkway around the central lake connects the buildings. The primary college facility is the Ligonier Academy Building. The Academy building houses staff and faculty offices, a kitchen, lounge, study area, and three classrooms. The classrooms have been carefully planned to accommodate students and professors, providing a comfortable learning environment. Class sizes are planned to allow for a low student-to-professor ratio enhancing the training provided.

Our campus is accessible from three airports: Orlando International Airport (MCO), Orlando Sanford International Airport (SFB), and Daytona Beach International Airport (DAB).
The Doctor of Ministry program consists of eight intensive courses in addition to the successful completion of a major project. Each of the courses is three credits (24 total course credits) and the major project is six credits. The tuition is $350/credit (subject to a possible increase once per year).

Two courses are offered annually in January and two courses annually in July (four courses per calendar year). While a student can complete all eight courses in two years, they need not do so as long as they complete all requirements for the Doctor of Ministry degree (including the major project) within six years from the time of matriculation.

A student must complete all eight courses before he can advance to the major project. Exceptions may be considered for students who are finishing the work for their final January courses and wish to submit their project proposal for the May deadline. A student must have a cumulative GPA of at least 3.0 to advance to the major project. The major project must be completed within one year from when it is commenced (by the acceptance of the project proposal by the Doctor of Ministry Project Committee).

The courses are further described under “Course Offerings.” The major project is described under “Academic Policies: Degree Requirements” and in much further detail in the Major Project Manual.
BOARD OF DIRECTORS

MR. JAMES CAMPISI
DR. W. ROBERT GODFREY
MR. CHRIS LARSON
DR. STEVEN J. LAWSON
DR. STEPHEN J. NICHOLS, PRESIDENT AND CHAIRMAN
DR. R.C. SPROUL, CHANCELLOR AND FOUNDER
The goal of the Doctor of Ministry program offered through the Ligonier Academy of Biblical and Theological Studies is to provide pastors with world-class theological and practical instruction that will equip them to better serve the people of God. In 2016, Dr. Derek W.H. Thomas was appointed dean of the program, and students now have the privilege of not only sitting under his instruction but also working with him during the course of their studies here at Ligonier Academy.

ABOUT DR. THOMAS

Dr. Thomas is senior minister of First Presbyterian Church in Columbia, S.C., and Robert Strong Professor of Systematic and Practical Theology at Reformed Theological Seminary in Atlanta. He is also a teaching fellow for Ligonier Ministries. He is author of numerous books, including How the Gospel Brings Us All the Way Home, Calvin’s Teaching on Job: Proclaiming the Incomprehensible God, and Praying the Saviour’s Way: Let Jesus’ Prayer Reshape Your Prayer Life. Dr. Thomas holds a PhD from the University of Wales.

CONTACTING DR. THOMAS

As dean of the DMin program, Dr. Thomas is a point of contact for students, and he will be involved in evaluating your major project proposal. He is available for in-person consultation and counsel when he is on campus teaching in the DMin program, and you can also contact him by e-mail throughout the rest of the year. As a student, you will be given his e-mail address, which we ask that you keep private and reserved exclusively for your use, with discretion, while you are enrolled in the DMin program. Dr. Thomas welcomes contact from students as you seek to apply your studies to your ministry.
DR. STEPHEN J. NICHOLS
PRESIDENT

Dr. Nichols is president of Ligonier Academy, chief academic officer for Ligonier Ministries, and a teaching fellow for Ligonier. He is author of many books, including *Peace, Heaven on Earth: Capturing Jonathan Edwards’s Vision of Living in Between*, *The Reformation*, and *Bonhoeffer on the Christian Life*. Dr. Nichols also hosts the weekly podcast 5 Minutes in Church History. He holds a PhD from Westminster Theological Seminary in Philadelphia.

DR. R.C. SPROUL
CHANCELLOR
DISTINGUISHED PROFESSOR OF SYSTEMATIC THEOLOGY

Dr. Sproul is the founder and chairman of Ligonier Ministries and chancellor of Ligonier Academy. He is the featured teacher on *Renewing Your Mind*, an international radio broadcast that has aired for fifteen years with an estimated two million people tuning in every week on hundreds of radio outlets in the United States and in more than forty countries.

Dr. Sproul is a prolific author of more than one hundred books, including expositional commentaries on Romans and the gospel of John. He is general editor of the *Reformation Study Bible* and executive editor of *Tabletalk* magazine. He has produced more than three hundred lecture series and recorded more than eighty video series on subjects such as the history of philosophy, theology, Bible study, apologetics, and Christian living. He was a signatory of the 1978 Chicago Statement on Biblical Inerrancy. Dr. Sproul currently serves as co-pastor of Saint Andrew's Chapel in Sanford, Fla.

Dr. Sproul holds degrees from Westminster College, Pittsburgh Theological Seminary, and the Free University of Amsterdam, and he has had a distinguished academic teaching career at various colleges and seminaries, including Reformed Theological Seminary in Orlando, Fla., and Jackson, Miss.

DR. SINCLAIR B. FERGUSON
VISITING PROFESSOR

Dr. Ferguson is a Ligonier teaching fellow and distinguished visiting professor of systematic theology at Westminster Theological Seminary in Philadelphia. Dr. Ferguson has written more than two dozen books, including *The Whole Christ, The Holy Spirit, By Grace Alone*, *The Trinitarian Devotion of John Owen*, *From the Mouth of God*, and *In Christ Alone*. He holds a PhD from the University of Aberdeen.

DR. W. ROBERT GODFREY
VISITING PROFESSOR

Dr. Godfrey is president and professor of church history at Westminster Seminary California and a teaching fellow for Ligonier Ministries. He is author of *An Unexpected Journey*, *Reformation Sketches*, *Pleasing God in Our Worship*, and *God’s Pattern for Creation*. Dr. Godfrey has written chapters or articles in *John Calvin: His Influence in the Western World*, *The Practice of Confessional Subscription*, and *The Coming Evangelical Crisis*. He holds an MDiv from Gordon-Conwell Theological Seminary and a PhD from Stanford University.

DR. MICHAEL S. HORTON
VISITING PROFESSOR

Dr. Horton is J. Gresham Machen Professor of Systematic Theology and Apologetics at Westminster Seminary California. He is editor-in-chief of *Modern Reformation* magazine and host of the weekly broadcast *The White Horse Inn*. Dr. Horton is author of numerous books, including *Ordinary: Sustainable Faith in a Radical, Restless World*, *The Gospel-Driven Life: Being Good News People in a Bad News World*, and *Pilgrim Theology: Core Doctrines for Christian Disciples*. He holds a PhD from the University of Oxford.
DR. STEVEN J. LAWSON  
VISITING PROFESSOR

Dr. Lawson is founder and president of OnePassion Ministries and a teaching fellow for Ligonier Ministries. He is professor of preaching and oversees the doctor of ministry program at The Master’s Seminary in Sun Valley, Calif. He is author of numerous books, including Foundations of Grace, The Daring Mission of William Tyndale, and The Gospel Focus of Charles Spurgeon. He has also contributed articles to journals such as Bibliotheca Sacra and The Southern Baptist Journal of Theology. Dr. Lawson holds degrees from Texas Tech University, Dallas Theological Seminary, and Reformed Theological Seminary.

DR. GUY PRENTISS WATERS  
VISITING PROFESSOR

Dr. Waters is James M. Baird Jr. Professor of New Testament at Reformed Theological Seminary in Jackson, Miss. He is author of numerous books, including What Is the Bible?, A Christian’s Pocket Guide to Justification: Being Made Right with God?, How Jesus Runs the Church, and By Faith Alone. He also served as coeditor of By Faith Alone: Answering Challenges to the Doctrine of Justification. He holds an MDiv from Westminster Theological Seminary in Philadelphia and a PhD from Duke University.

DR. DENNIS E. JOHNSON  
VISITING PROFESSOR

Dr. Johnson is professor of practical theology at Westminster Seminary California and associate pastor of New Life Presbyterian Church (PCA) in Escondido, Calif. He is author of several books, including Walking with Jesus through His Word: Discovering Christ in All the Scriptures, Triumph of the Lamb: A Commentary on Revelation, and Him We Proclaim: Preaching Christ from All the Scriptures. He holds an MDiv and ThM from Westminster Theological Seminary in Philadelphia and a PhD from Fuller Theological Seminary.

DR. TIMOTHY Z. WITMER  
VISITING PROFESSOR

Dr. Witmer is professor of practical theology at Westminster Theological Seminary in Philadelphia and pastor of St. Stephen Reformed Church in New Holland, Penn. Dr. Witmer is author of several books, including The Shepherd Leader: Achieving Effective Shepherding in Your Church and Mindscape: What to Think About Instead of Worrying. He holds an MDiv from Westminster Theological Seminary and a DMin from Reformed Theological Seminary.

DR. MICHAEL REEVES  
VISITING PROFESSOR

Dr. Reeves is president and professor of theology at Union School of Theology in Oxford, England. He is author of several books, including The Unquenchable Flame, The Breeze of the Centuries, Christ Our Life: Introducing the Person and Work of Christ, Delighting in the Trinity, and Son and Spirit. He has also contributed to numerous journals, websites, and ezines such as the International Journal of Systematic Theology, Themelios, Desiring God, Theology Network, and Reformation21. He holds a PhD from King’s College London.
DR. MICHAEL A.G. HAYKIN
VISITING PROFESSOR

Dr. Haykin is professor of church history and biblical spirituality and the director of the Andrew Fuller Center for Baptist Studies at The Southern Baptist Theological Seminary in Louisville, KY. He is author of numerous books, including *The Spirit of God: The Exegesis of 1 and 2 Corinthians in the Pneumatomachian Controversy of the Fourth Century*, *One Heart and One Soul: John Sutcliff of Olney, His Friends, and His Times*, and *The God Who Draws Near: An Introduction to Biblical Spirituality*. Dr. Haykin holds a ThD from Wycliffe College at the University of Toronto.

DR. MICHAEL J. KRUGER
VISITING PROFESSOR

Dr. Kruger is president and Samuel C. Patterson Professor of New Testament and Early Christianity at Reformed Theological Seminary in Charlotte, N.C. He also serves as pastor of teaching at Uptown PCA in Charlotte, N.C. He is author of several books, including *The Gospel of the Savior*, *Canon Revisited*, and *The Question of Canon*. He is also coeditor of *Gospel Fragments* and *The Early Text of the New Testament*. He holds an MDiv from Westminster Seminary California and a PhD from the University of Edinburgh.
Ligonier Academy invites qualified prospective students to apply for admission to its Doctor of Ministry program.

ADMISSION REQUIREMENTS

Admission to the program is limited to ordained men who have served in the pastorate, in the mission field, or in other full-time ministry for at least three years after receiving a graduate (professional or academic) degree in a biblical or theological discipline (ordinarily a master of divinity degree). Degrees in fields such as counseling or ministry are not an acceptable substitute. The applicant’s graduate level work must include a total of 90 semester hours with a minimum of the following:

- **18 hours of OT studies**, covering introduction, survey, theology, and Hebrew (with at least 2 hours of Hebrew exegesis)
- **18 hours of NT studies**, covering introduction, survey, theology, and Greek (with at least 2 hours of Greek exegesis)
- **12 hours of systematic theology**, covering all theological loci
- **10 hours of practical theology** (homiletics, missions, counseling, etc.)
- **6 hours of church history or historical theology**
- **2 hours of hermeneutics**

As part of the application process, every applicant is asked to submit a sample research paper in some area of biblical or theological studies. The paper should demonstrate a firm grasp of the research and writing skills that are expected of a DMin student.

The credentials leading to an applicant’s admission to the Doctor of Ministry program encompass a range of factors, including educational background, intellectual achievement, personal and spiritual maturity, and ministry standing.

The Ligonier Academy of Biblical and Theological Studies admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other organization-administered programs.

APPLICATION DEADLINES

No application can be considered until Ligonier Academy receive all required documents. On-time, completed applications are considered promptly, in order to meet the registration deadline for the academic term.

Students may matriculate into the Doctor of Ministry program at two times during the year. For students to begin taking courses in the winter (January), applications are due no later than November 1. For students to begin taking courses in the summer (July), applications are due no later than May 1. The registration deadline for winter courses is November 15, and for summer courses, May 15. Continuing and new (incoming) students are to register by the same deadline.

- **November 1**: Winter term (January) application deadline
- **May 1**: Summer term (July) application deadline

Late applications will be considered on a case-by-case basis. If an application arrives prior to the start of a course the prospective student wishes to take, the Admissions Committee will make every effort to process both the application (and, if accepted) the registration so that the prospective student can take the class. Since the courses are in an intensive format, most professors will assign significant out-of-class work to be done and submitted on the first day of class. This being the case, at the Admissions Committee’s discretion, some late applicants will be considered in the next application cycle.

Late registration creates logistical difficulties for the professors and staff of Ligonier Academy and for students needing to complete assigned pre-course work. Consequently, late registration will be at the discretion of the Ligonier Academy staff. Accepted students will be assessed an additional $25 late registration fee.
STUDENT CANDIDATE PROGRAM

We recognize that the decision to pursue a doctoral program is important and must be carefully considered. Part of that consideration includes learning about the program—the workload for each class, the time commitment, and the logistics involved. With this understanding, Ligonier Academy offers pastors considering our DMin program the opportunity to take up to two courses (six credit hours) as student candidates prior to full application and matriculation. For those interested in this opportunity, Ligonier Academy requires the following:

• Complete and submit our Student Candidate Application with the $25 application fee. This application is an abbreviated application for admission including:
  • Personal information
  • Signature affirming that the applicant understands and has an academic background that fulfills Ligonier Academy’s academic requirements for admission
  • The name, address, and denomination of the church where the applicant serves and their position of service
  • The ministerial colleague reference
  • Citizenship and English language proficiency
  • Doctrinal commitment
  • Signature affirming that the applicant is seriously considering applying for full admission to Ligonier Academy’s DMin program

• Distribute the ministerial colleague reference form to be completed and mailed directly to the Admissions Office.

Send all application materials to:

Ligonier Academy
Attn. DMin Admissions
465 Ligonier Court
Sanford, FL 32771

Those who complete the Student Candidate Application and are approved may enroll as student candidates for up to six credit hours over the course of one year. Student candidates who determine to apply for full admission within a year will be able to use their ministerial colleague reference for their full application. Student candidates are subject to all student policies to include registration and academic policies.

GENERAL APPLICATION PROCEDURES

To apply for admission to Ligonier Academy’s DMin program, the prospective student or student candidate is required to comply with the following procedures:

• Complete and submit our Application for Admission with the $50 application fee. The application includes:
  • Personal information
  • Recent passport-sized photograph
  • Academic background
  • Church information
  • References
  • Marital and family status
  • Citizenship and English language proficiency
  • Biographical information to include a description of your Christian experience
  • Ministerial questionnaire
  • Doctrinal commitment
  • Additional information

• Distribute reference forms and ecclesiastical oversight letter request to be completed and mailed directly to the Admissions Office.

• Request official transcripts from every undergraduate and graduate school from which the applicant has taken 12 or more credit hours. Transcripts are to be sent directly from the institution to Ligonier Academy. The application materials include a transcript request form that can be sent to each school.

All application materials are to be sent to:

Ligonier Academy
Attn. DMin Admissions
465 Ligonier Court
Sanford, FL 32771
AUDITOR APPLICATION

Ligonier Academy welcomes a limited number of ordained pastors and elders to audit class lectures and discussions. Auditors who are not already Ligonier Academy DMin students must complete an auditor application, register for courses, and pay all applicable fees, including fees for application and tuition. Auditors must defer to the interests of credit students and limit their class participation. This audit application is an abbreviated application and may be obtained by contacting the admissions office at admissions@ligonier.org.

Please note that the program is a professional program with courses specifically designed to train men in pastoral ministry. With a goal of maintaining an intimate, interactive learning environment for this audience, Ligonier Academy has careful limitations on approval of admission to auditors, which include primarily admitting those who are serving in ministry.

ADMISSION STATUS

Once a candidate has satisfied all requirements for applying for admission, his application file will be reviewed by the admissions committee. This evaluation may result in one of three decisions: the granting of full admission, the granting of provisional admission, or denied admission.

FULL ADMISSION: The candidate is admitted as a student without any provisional status.

PROVISIONAL ADMISSION: Exceptions to the admission requirements above will be considered on a case-by-case basis. In such exceptional cases, admission to the program may be granted, but only on a provisional basis. The conditions for full admission and a date for their fulfillment will be specified in writing to the applicant. Up to that date, he may complete courses and earn credits in the program in accordance with the conditions set forward in the provisional admission. When the date for fulfillment of the conditions arrives, the Admissions Committee will conduct a review to determine if the applicant has satisfied those conditions and should be granted or denied full admission to continue in the program.

DENIED ADMISSION: The candidate is denied admission to Ligonier Academy’s DMin program. In some cases, Ligonier Academy may suggest further academic preparation at another institution prior to reapplication in order to demonstrate the candidate’s readiness for studies at Ligonier Academy.

TRANSFER OF DMIN CREDITS

Students who wish to transfer Doctor of Ministry credits earned at other institutions should understand that Ligonier Academy will review such requests to see if the courses previously taken correspond with any of the eight required Ligonier Academy courses. Please submit all materials for consideration to the Registrar’s Office. No more than three of the eight required courses at Ligonier Academy can be transferred from other institutions.

Students who wish to take and transfer credits from another institution while enrolled at Ligonier Academy must comply with the following procedure. Before taking a course, a student must submit a written request for approval of transfer. Requests must be submitted to the Registrar’s Office. If a transfer request is approved, a student must have an official transcript sent to the Registrar’s Office within two months of completing the coursework. Transfer approval for credit not yet received is always contingent on satisfactory completion of the credits.

ENGLISH LANGUAGE PROFICIENCY

English is the language of instruction at Ligonier Academy. To ensure a student’s best possible educational experience, we ask that applicants for whom English is not their native (birth) language, or for whom English was not the language of instruction for their MDiv program (or its equivalent), provide copies of two exegetical or theological essays written in English (no sermon manuscripts) that they submitted during previous graduate studies.
TUITION AND FEES

Tuition per course ........................................ $1,050
Tuition per credit hour ................................... $350
Major Project Tuition ...................................... $2,250
Audit Tuition per course .................................. $525
Audit Tuition per credit hour ............................... $175
Application Fee non-refundable ......................... $50
Graduation Fee non-refundable ........................... $75
Major Project Seminar Fee ................................. $250
Late Registration Fee non-refundable .................. $25
Course Extension, Late Fee first extension .............. $120
Course Extension, Late Fee second extension ............ $220
Major Project Extension .................................. $2,000
Major Project Binding Fee ................................. $200

Because of increasing costs over time, the Ligonier Academy Board of Directors reserves the right to make changes to tuition charges and other fees associated with the Doctor of Ministry program. These changes will be announced annually (for the coming academic year, beginning in the summer) no later than February 1.

PAYMENT PROCEDURES

All tuition payments are due in full at the time of registration (associated deadlines are found on page 18). The following are acceptable forms of payment: check, credit card (Visa, MasterCard, Discover, American Express), money order, cash (note: cash is not accepted through the mail). Checks or money orders are to be made payable to Ligonier Academy, Doctor of Ministry Program and should include the student’s ID number.

Credit card payments can be made online through Populi. If an invoice is awaiting payment, students will see an “Unpaid Invoice” notification on their Home page. They can make a payment by clicking on the notification and entering the required information. Payment can also be made under the Financial tab on the Dashboard where a student can choose to “Make a Payment” or download a link to send to a third party who is making a payment on his behalf.

MAIL-IN PAYMENT

If you mail your payment, the payment must be postmarked by the published fee payment deadline and sent to the following address:

Ligonier Academy Registrar’s Office
465 Ligonier Court
Sanford, FL 32771

REFUND POLICY

For students who drop or withdraw from a course in accordance with Ligonier Academy's policy (see page 18), the following refund schedule will apply.

<table>
<thead>
<tr>
<th>Prior to start of class</th>
<th>100% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Day 1</td>
<td>60% Refund</td>
</tr>
<tr>
<td>After Day 2</td>
<td>30% Refund</td>
</tr>
<tr>
<td>After Day 3</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

A student who changes from credit to audit on or after the first day will receive a percentage refund based on full-tuition charges.
A NOTE TO DOCTOR OF MINISTRY STUDENTS

At this time, Populi is primarily used for the management of Reformation Bible College student accounts and courses. Because of this, the system’s branding is Reformation Bible College, and many of the files available are RBC-specific forms. We hope this does not create confusion for you. Please know that any official transcripts will have specific Ligonier Academy branding.

ACCESSING THE SYSTEM

Once accepted to the Doctor of Ministry program, students are given login information to access their Populi account. When a student logs in, they will be taken to their account home page and see links to: Home, My Profile, and Files.

LEARNING THE SYSTEM

These pages give a brief introduction to Populi. Students are encouraged to spend time learning the system and utilizing the orange “help” link, which gives students access to a wealth of information on navigating the system and utilizing it to its full potential.

CONTACT INFORMATION: PERSONAL AND COMMUNITY

A student’s personal contact information is found under My Profile → Info. It is here that a student can update his contact information. If at any time during enrollment a student’s contact information changes, the student is responsible for having his information updated in Populi.

Contact information for other Ligonier Academy students can be found using the Search feature on the right side of the page.

PRIVACY

Students who do not want their contact information available to other students can monitor their privacy settings in their account. This is done by selecting the settings button next to the orange “Help” button in the upper right corner of the Populi screen, then selecting “Yes” under the “Make my profile private” setting.

FILES

Ligonier Academy administration stores documents and forms that students may need in the Files section of the Populi site. Students wishing to access these documents may select Files → Shared and then download the documents listed.

REGISTRATION

Populi is the primary tool students will use to register for classes. Students will have an extra Registration tab appear on the My Profile page during registration periods. Registration is explained in detail on page 18 of this handbook.

COURSE INFORMATION

Students have access to their course information through Populi. They can access this information by going to My Profile → Student or Registration and selecting a course they are registered for or interested in. Under the Info section of a course, students will find course descriptions, information on the professor, meeting times, required and recommended books, syllabi, and more.
CLASS SCHEDULES

Once registered, a student can download and print his class schedule. The schedule includes a student’s courses for the semester/term along with the instructor, credits, hours, and class times of each course. To download and print a class schedule, a student selects My Profile → Student, clicks the utilities button on the right side of the page, and selects “Export Schedule.” A pop-up will allow the student to select the term he would like to print a schedule for and the schedule will be exported as a printable PDF file.

FINANCIAL RECORDS

Tuition, fees, financial aid, and student payment records are kept under My Profile → Financial. Here a student can find a summary of all financial activity: invoices, payments, etc. The “Dashboard” keeps a general record, whereas “By Term” separates the information by academic term. The “History” tab shows detail for all financial activity on the student’s account.

Payments can be made online through Populi. If an invoice is awaiting payment, students will see an “Unpaid Invoice” notification on their Home page. They can make a payment by clicking on the notification and entering the required payment information. Payment can also be made under the Financial tab on the Dashboard where a student can choose to “Make a payment” or download a link to send to a third party who is making a payment.

ACADEMIC RECORDS

Ligonier Academy students can track their completed courses, current courses, and grades under the Student tab on their profile. Here they will also find information on their academic advisor, program, and degree.

GRADES: Students receive their grades through Populi. To access grades, students select My Profile → Student.

DEGREE AUDIT: A degree audit is a tool to help students as they pursue their degree. Students use a degree audit to learn what courses are required for their degree, what courses they have taken, and what courses they still need to take.

To run a degree audit, a student selects My Profile → Student and clicks the “Degree Audit” tab. Under the “Degree Course Requirements” heading, they can select for the degree audit to show all courses, completed courses, or not completed courses.

To download and print a degree audit, a student selects My Profile → Student, clicks the utilities button on the right side of the page and selects “Export Degree Audit.” The degree audit will be exported as a printable PDF file.

UNOFFICIAL TRANSCRIPT: If a student wants to have an unofficial transcript, he may generate one under the Student tab on his profile. To download and print an unofficial transcript, a student selects My Profile → Student, clicks the utilities button on the right side of the page, and selects “Export Transcript.” The unofficial transcript will be exported as a printable PDF file.

ACKNOWLEDGEMENT

Some instructions modified from directions given by Populi Support: support.populiweb.com.
REGISTRATION

REGISTRATION DEADLINES

Continuing and new (incoming) students are required to register by the registration deadlines. Those who do not are assessed a $25 late registration fee.

November 15: Winter term (January) registration deadline
May 15: Summer term (July) registration deadline

Note that full payment is due at the time of registration for all courses to be taken that course period. Tuition and fee information can be found on page 15. Students may not begin classes without registering and paying tuition.

DROPPING OR WITHDRAWING FROM A COURSE

We know that, as pastors and full-time ministry workers, students may be called away at the last minute due to a church emergency or that other priorities may arise, requiring that a student not attend a course already registered for. In such cases, students must complete the “Course Cancelation, Registration Transfer or Refund Request Form,” available online under the Files tab on Populi or from the Registrar’s Office. The form asks for a brief explanation of circumstances. For explanations deemed legitimate and extenuating, the student will be allowed to drop the course and transfer his payment to another course or receive a refund per the refund policy on page 15.

Courses officially dropped by the first day of class will be removed from the student’s academic record. Students who want to drop a course after the first day of class must do so officially to avoid receiving an “F”/Fail. Those who drop a course on or after the first day of class will receive a grade of “W”/Withdrawn. Courses may not be dropped during the final month before term papers are due unless special, written permission for extenuating circumstances is received from the professor.

CHANGING COURSE ENROLLMENT STATUS: AUDIT/CREDIT

All enrollment status changes must be done by contacting the Registrar’s Office. Students may change their status in a course, from audit to credit before the end of the third day of class. After on-campus classes, a student may not change his status to audit. Tuition refund for status changes will follow the refund policy on page 15.

REGISTRATION PROCESS

New (incoming) students will be guided through registration by the Registrar’s Office. Returning students should register online through Populi by following these steps:

• Log in to their Populi account
• Go to the Registration tab. This tab can be accessed by clicking on the “Registration is now open” notification on the student’s Home page or by selecting My Profile → Student → Registration.
• Register for courses, by clicking on the green plus sign under Enroll or Audit next to the course. To drop a course, a student must click on the red minus sign next to the course under their My Courses section. Instructions for dropping a course following the term’s add/drop dates are found under: “Dropping or Withdrawing from a Course.”
• Confirm registration by clicking “Save” in the upper right corner of the registration page.

CANCELLATION OF COURSES AND SEMINARS

Ligonier Academy reserves the right to cancel any courses and seminars scheduled to be offered during a given term.
DEGREE REQUIREMENTS

The Doctor of Ministry degree is earned upon the successful completion of all eight courses (24 credit hours) and the writing, oral presentation, and evaluation of the major project (6 credit hours), 30 credits in all, with a cumulative GPA of 3.0 or higher.

Prior to starting the major project, a student is required to attend the Major Project Seminar offered during the summer term. This seminar must be completed before a student completes 12 credit hours of the DMin curriculum.

The major project can be started as soon as a student has completed all eight of the courses. Exceptions may be considered for students who are finishing the work of their final courses taken in January and want to submit their project proposal for the May deadline. The student must have a GPA of 3.0 or higher in order to advance to the major project. The major project is initiated by the completion of a 500–1,000-word proposal due on May 15 (no later than one year prior to the intended date of graduation). At this time, the student will be assigned an advisor for his major project. Please note that advisors will be contacted by Ligonier Academy—if a student has a request for a specific advisor, he is encouraged to inform Ligonier Academy of his preference. If a student is unable to submit his proposal by the May 15 deadline, he will have to wait until the next major project cycle begins the following year. On a case-by-case basis, students may request and be granted a second year to complete their major project. If the student is granted a second year for completion, extension costs will apply. More details about the major project are delineated in the Major Project Manual (available as a download at Ligonier.org/DMin).

CLASS ATTENDANCE

Attendance is tracked by professors, and students are required to attend all classes. Absences do occur, however, and are categorized as excused or unexcused. Excused absences are those resulting from providential hindrances such as personal illness, jury duty, active military service, or death in one's immediate family. All other absences are considered unexcused. Excused absences must be approved by the professor. Unexcused absences, along with tardiness and early departures, are recorded and will reduce a student's grade in a course.

Every effort is made to assist students who are providentially hindered from attending classes. The student is responsible for notifying the professor of his absence and for contacting the professor to arrange for all makeup work. Exceptions will be considered by the professor on a case-by-case basis.
GRADING

Ligonier Academy uses a four-point grading system with 12 levels as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A-</th>
<th>B+</th>
<th>B-</th>
<th>C+</th>
<th>C-</th>
<th>D+</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
<td>4.0</td>
<td>3.67</td>
<td>3.33</td>
<td>3.0</td>
<td>2.67</td>
<td>2.33</td>
<td>2.0</td>
<td>1.67</td>
<td>1.33</td>
</tr>
</tbody>
</table>

The grade scale is as follows:

**GRADE DEFINITIONS**

**A RANGE:** The student’s work is outstanding, exceeding course requirements and exhibiting an exemplary and demonstrably superior grasp of course content and method.

**B RANGE:** The student’s work is sound, meeting course requirements and exhibiting a solid grasp of course content.

**C RANGE:** The student’s work is satisfactory, meeting some course requirements or exhibiting an uncertain grasp of course content and method.

**D RANGE:** The student’s work is unsatisfactory but passable, meeting few course requirements or exhibiting a minimal grasp of course content and method. Any student who receives a grade of “D” in a course must retake the course for credit and may be required to do so in order to graduate.

**F:** The student’s work is unacceptable, meeting no course requirements or exhibiting no grasp of course content or method. Any student who receives a grade of “F” in a course is required to retake the course in order to graduate.

**RETAKING COURSES**

No course in the DMin program may be retaken except for courses in which a student earns a grade lower than C. In the event that a course is retaken, the previous course grade remains on the transcript along with the most recent course grade, but only the most recent course grade will be counted toward the student’s final GPA. No more than three of the eight required Doctor of Ministry courses may be retaken.
EXTENSIONS FOR INCOMPLETE COURSEWORK

Ligonier Academy recognizes that a student may be providentially hindered (by extended illness, death in the family, etc.) from completing a course according to the academic calendar. This possibility is enhanced by the fact that a large written assignment is generally due several months after the last day of each Doctor of Ministry course. In such cases, an Incomplete (“I”) grade may be given by the professor. To receive an Incomplete grade, the student is required to secure the professor’s written approval and forward it to Ligonier Academy no later than one month prior to the post-class written assignment’s due date (e.g., if the post-class written assignment is due June 1, Ligonier Academy must be informed of the professor’s approval for an extension prior to May 1). If the professor prefers that Ligonier Academy consider extension requests, students are required to submit requests to the Registrar’s Office prior to this same date.

In the case where an extension is granted, the professor will grade the work once it is submitted. The professor will then notify the Registrar’s Office in writing of the final grade. If the student is unable to meet the agreed-upon extended deadline, the student must immediately inform Ligonier Academy. The Academy, after conferring with the professor, will inform the student on how to proceed. Ligonier Academy reserves the right to deny requests for additional extensions, at which point the student must immediately submit the assignment to the professor or forfeit the opportunity to do so. The professor will assess any work submitted and inform Ligonier Academy in writing of the final grade.

Students who are granted an extension for one of the three-credit-hour courses will be subject to a $120 late fee for the first extension of a month and a half and another $220 late fee if there is a second extension.

Students who receive an extension for the major project will also be subject to an extension fee.

TRANSFER OF DMIN CREDITS

TRANSFER OF CREDIT FROM LIGONIER ACADEMY TO ANOTHER INSTITUTION: Students who want to transfer credits earned through Ligonier Academy’s Doctor of Ministry program to another institution should understand that the decision to accept credits earned through the Ligonier Academy’s Doctor of Ministry program is at the discretion of the receiving institution.

TRANSFER OF CREDIT FROM ANOTHER INSTITUTION TO LIGONIER ACADEMY: Ligonier Academy’s policies on transferring credits taken at another institution to fulfill RBC course requirements can be found on page 14.

TRANSCRIPT REQUESTS

Student requests for transcripts of Doctor of Ministry coursework completed at Ligonier Academy are to be directed to the Registrar’s Office. The fee is $5 for each official transcript. Transcripts are issued only after a student has settled all financial obligations to Ligonier Academy.

GRADUATION REQUIREMENTS

Students must have a cumulative GPA of 3.0 to graduate. Graduation occurs annually in May. Students must notify the Registrar in writing on or before January 15 of their intent to graduate in that year, at which time they must also pay the graduation fee. This requirement is further delineated in the Major Project Schedule found in the Major Project Manual.

LIGONIER ACADEMY AUTHORIZATION

Ligonier Academy is in compliance with Section 1005.06 (1) (f), Florida Statutes pursuant to religious institutions. Being in compliance, Ligonier Academy is not required to obtain licensure and is not licensed.
COURSE OFFERINGS

THERE ARE TWO TYPES OF COURSES OFFERED IN THE DOCTOR OF MINISTRY PROGRAM: COURSES ON PRACTICAL THEOLOGY AND COURSES ON SYSTEMATIC THEOLOGY. ALL COURSES COUNT FOR THREE CREDITS. THE COURSES ARE OFFERED IN A COMPRESSED FORMAT.
CLASS FORMAT

Ligonier Academy DMin courses follow a compressed format. Classes meet for three days on the Ligonier Academy campus.

DMin courses are offered in pairs, two courses during the winter term and two courses during the summer term. The first week of courses will be held Wednesday–Friday. The second week of courses will be held Tuesday–Thursday. The Monday in between the two classes will serve two purposes:

- In January, Reformation Bible College hosts its Winter Conference on that Monday. DMin students are encouraged to attend these conferences as they focus on material and topics important to the role of a pastor.
- In July, a major project writing seminar will be held on Monday.

Summer and Winter Term Class Format:

<table>
<thead>
<tr>
<th>Day</th>
<th>1st Class</th>
<th>2nd Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Morning: 9 a.m.–noon</td>
<td>Afternoon: 1:30 p.m.–5 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>Morning: 9 a.m.–noon</td>
<td>Afternoon: 1:30 p.m.–5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Morning: 9 a.m.–noon</td>
<td>Afternoon: 1:30 p.m.–5 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Day of Rest</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>July: Major Project Writing Seminar</td>
<td>January: RBC Winter Conference</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Morning: 9 a.m.–noon</td>
<td>Afternoon: 1:30 p.m.–5 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Morning: 9 a.m.–noon</td>
<td>Afternoon: 1:30 p.m.–5 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>Morning: 9 a.m.–noon</td>
<td>Afternoon: 1:30 p.m.–5 p.m.</td>
</tr>
</tbody>
</table>

COURSE ASSIGNMENTS

For each course, the professor will provide a syllabus, specifying assignment and/or examination dates. Syllabi will be available in September for January courses and March for July courses. Please note that there are three kinds of assignments in these courses:

PRE-CLASS ASSIGNMENTS: A large amount of coursework is to be completed before the first day of class. Students are encouraged to register early to allow for ample time to complete all required class preparation.

CLASS ASSIGNMENTS: These assignments are due on a particular day of class.

POST-CLASS ASSIGNMENTS: A large written assignment is usually due approximately four months after the last class meeting date.

Any and all exceptions to assignment due dates must be approved by the professor.

MAJOR PROJECT WRITING SEMINAR

The Doctor of Ministry major project requires a high level of proficiency in research and writing. In order to help our students achieve excellence in writing their major project, Ligonier Academy offers a one-day seminar during the summer term to guide the student through the major project and the skills needed to succeed. All students are required to attend this seminar before completing twelve credit hours in the DMin program.
DM801 The Doctrine of Justification
A study of the biblical and Reformed doctrine of justification by faith alone in Christ alone, the article upon which the church stands or falls. This study will examine the biblical basis for the doctrine, comparing it with the many false doctrines that exist and emphasizing its fundamental importance in the ministry of the church. The purpose of this course is to equip students to proclaim and defend this vital Christian doctrine from their pulpits.

DM802 Issues in Theological Studies
The subject matter of this course will vary each time it is offered. The course will cover a topic of the professor’s choice in one of the following fields: systematic theology, historical theology, ethics, or Christianity and culture. The purpose of this course is to provide the student with an in-depth understanding of a particular theological topic that is deemed to be of particular importance to the contemporary church. The nature of the course is such that the emphases may depend on the interests and expertise of the professor. For example, when Dr. Horton taught this course, he focused on covenant theology. Please visit the Ligonier Academy’s DMin website to learn about specific topics to be covered in the next DM802 offering. Syllabi are posted as soon as they are available, several months before the course is taught.

DM803 Issues in Biblical Studies
The subject matter of this course will vary each time it is offered. The course will cover a topic of the professor’s choice in one of the following fields: exegetical theology or biblical theology. Possible topics include studies of a biblical book or biblical genre, studies of an important biblical-theological theme, studies of ancient Near Eastern or first-century historical contexts, and more. The purpose of this course is to provide the student with an in-depth knowledge of a particular subject that will help him better understand and preach the Word. The nature of the course is such that the emphases may depend on the interests and expertise of the professor. For example, when Dr. Carson taught this course, his focus was the use of the Old Testament in the New Testament. Please visit the Ligonier Academy’s DMin website to learn about specific topics to be covered in the next DM803 offering. Syllabi are posted as soon as they are available, several months before the course is taught.
DM804 Reformed Philosophy of Ministry
An in-depth examination of the distinctively Reformed understanding of the nature and purpose of the Christian minister and the Christian church. This examination will include study of foundational Reformed documents such as the liturgies of Geneva and the Westminster Directory for the Publick Worship of God. The Reformed view of the ministry will also be compared and contrasted with other views such as the priesthood view of Rome and the CEO view of many contemporary churches. The purpose of this course is to provide the student with a solid grasp of the distinctively Reformed understanding of the purpose and calling of the minister.

DM805 Preaching
A study of the Reformed view of the preaching of the Word of God. This course will look not only at the basic Reformed philosophy of preaching but also at historical examples of Reformed preaching. Particular attention will be given to the importance of expository preaching that focuses on the person and work of Jesus Christ. The purpose of this course is to provide the student with an understanding of the absolute necessity of biblical, God-centered preaching.

DM806 Worship
An examination of the Reformed understanding of the nature and purpose of Christian worship. This examination will include a study of the history of worship in Scripture and in the church with a focus on the history of worship in the Reformed churches. Topics include the regulative principle, the place of the Word and sacraments, catechizing, prayer, music, and family worship. The purpose of this course is to provide the student with an understanding of the importance of God-centered worship.

DM807 Missions and Evangelism
A study of the biblical philosophy and means of missions and evangelism. This course will look at the biblical mandate for evangelism and missions and survey the history of missions and evangelism in the church. This study will compare and contrast the biblical model of evangelism with unbiblical forms such as those developed in the Second Great Awakening. Different views of the relationship between evangelism and Lord’s Day worship will also be covered. The purpose of this course is to provide the student with an understanding of the biblical view of evangelism and missions in order that the Great Commission might be carried out more faithfully.

DM808 Pastoral Care
An in-depth examination of the minister’s role as a shepherd and servant and the many facets of pastoral care involved in this calling. This examination will include discussion of topics such as counseling, home and hospital visitation, dealing with death and grief, and many others. Particular focus will be placed on problems and pitfalls such as counseling members of the opposite sex. The purpose of this course is to provide the student with practical knowledge and wisdom in order that he may more effectively care for the flock God has entrusted to him.
STUDENT STANDARDS
OF FAITH AND CONDUCT

STANDARD OF FAITH

ALL STUDENTS OF THE ACADEMY ARE REQUIRED TO AFFIRM THE FOLLOWING
STATEMENT OF FAITH:

The Scriptures of the Old and New Testaments (excluding those books commonly called the Apocrypha) are the Word of God written, given by inspiration of God to be the infallible and inerrant rule of faith and life.

There is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.

Our Lord Jesus Christ is God and man in one person. He was born of a virgin, lived a sinless life, performed miracles, and vicariously atoned for sin through His shed blood and death. He was bodily resurrected from the dead. He ascended to the right hand of God the Father and will personally return in power and glory.

Regeneration by the Holy Spirit is absolutely essential for the salvation of sinners.

God justifies sinners on the basis of Christ's righteousness alone. Christ's righteousness is imputed to sinners by grace alone and is received by faith alone.

Eternal life is received by faith; that is, by receiving and resting upon the Lord Jesus Christ alone for salvation.

The Holy Spirit indwells all true believers and enables them to live godly lives.

Both the saved and the lost will be resurrected from the dead; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

There is spiritual unity of all true believers in our Lord Jesus Christ.

Students acknowledge their understanding of and agreement with these essential truths, which are vital to the gospel.

STANDARD OF CONDUCT

ALL WHO WOULD BECOME AND REMAIN ACADEMY STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A MANNER THAT REFLECTS THAT THEY ARE GROWING AS DISCIPLES OF THE LORD JESUS CHRIST IN FELLOWSHIP WITH A CONGREGATION OF HIS CHURCH.