“...that in all things He might have the preeminence.”
(Colossians 1:18)
MID-AMERICA BAPTIST
THEOLOGICAL SEMINARY

DOCTOR OF PHILOSOPHY
PROGRAM

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2014–15 ACADEMIC SCHOOL YEAR

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MID-AMERICA BAPTIST THEOLOGICAL SEMINARY
DOCTOR OF PHILOSOPHY PROGRAM

ACCRREDITATION

Mid-America Baptist Theological Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor, master, and doctoral degrees. For questions about the accreditation of Mid-America Baptist Theological Seminary, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500.

OUR PURPOSE

The primary purpose of Mid-America Baptist Theological Seminary is to provide undergraduate and graduate theological training for effective service in church-related and missions vocations through its main campus and designated branch campuses.

The Seminary attempts to guide students into a thorough understanding of the Bible and its relevance for today, preparing those who have been called of God to preach and teach the Word of God. Further preparation is offered through instruction in preaching, counseling, education, and cross-cultural ministry. In addition, all students are required to participate in the Practical Missions Program of the school and are encouraged to be involved in churches during their seminary days.

In response to the distinct training needs among Southern Baptists, the Seminary offers the following degree programs: Associate of Divinity, Associate of Christian Education, Bachelor of Arts in Christian Studies, Master of Christian Education, Master of Arts in Christian Education, Master of Missiology and Intercultural Studies, Master of Divinity, Doctor of Ministry, and
Doctor of Philosophy. The following degree programs are offered at the Northeast campus: Associate of Applied Science, Master
of Divinity. A Certificate Program is also available to students attending the Northeast campus.

Mid-America Baptist Theological Seminary desires to glorify Jesus Christ as Lord and Savior. This purpose is achieved by:

- Teaching the Bible as the verbally-inspired Word of God, wholly without error as originally given by God, and sufficient as our infallible rule of faith and practice;
- Maintaining high academic standards and promoting reverent scholarship;
- Teaching that people should be faithful in the Lord’s service through the local church;
- Demonstrating the fruit of the Spirit as His gifts are exercised; and
- Training people to do evangelism at home and cross-culturally.

**POLICY OF NONDISCRIMINATION TOWARD STUDENTS**

Mid-America Baptist Theological Seminary admits students of any race, color, nationality, or ethnic origin. The Seminary does not discriminate on the basis of race, color, age, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs. The rights, privileges, and activities accorded to students are given equally to all students who have been admitted.
EDUCATIONAL OBJECTIVES

The Doctor of Philosophy degree seeks to guide students to develop in advanced disciplines: creative scholarship (to develop the capacity for critical evaluation and quality in research which produce creative scholarship and contribute to the field of theological knowledge and literature); independent research and writing (to develop competence in principles of independent research and to achieve a proficiency in the techniques of scholarly writing); graduate-level teaching (to guide students in advanced studies in a specialized field and to help them develop skills which qualify them for teaching at the graduate level in a college, university, or theological seminary); specialized leadership (to prepare students for the assumption of specialized pastoral leadership in the church, in missions, and/or in administrative leadership in the denomination.)

DESCRIPTION OF THE DOCTOR OF PHILOSOPHY PROGRAM

The Doctor of Philosophy degree (PhD) is designed to equip the student for creative scholarship, independent research, and effective teaching and preaching. The Doctor of Philosophy program involves a minimum of two years of study beyond the Master of Divinity degree or its equivalent. Students entering the program should be aware that three or more years are frequently needed for completion of the degree requirements, depending upon individual circumstances.

The Doctor of Philosophy program consists of eight graduate seminars, an examination covering each seminar as it is completed, comprehensive written examinations, directed reading and research, teaching under faculty supervision, the writing of a dissertation, and an oral examination covering the dissertation and related fields. The program is specifically oriented toward preparing the student for teaching in university and seminary institutions, for providing specialized pastoral leadership in the
church, and for assuming administrative responsibility in the denomination.

**TOTAL HOURS REQUIRED**

**Breakdown of Graduate Hours for the Doctor of Philosophy Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research and Writing</td>
<td>2</td>
</tr>
<tr>
<td>Graduate Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Major Seminar One</td>
<td>4</td>
</tr>
<tr>
<td>Major Seminar Two</td>
<td>4</td>
</tr>
<tr>
<td>Major Seminar Three</td>
<td>4</td>
</tr>
<tr>
<td>Major Seminar Four</td>
<td>4</td>
</tr>
<tr>
<td>Minor Seminar One</td>
<td>4</td>
</tr>
<tr>
<td>Minor Seminar Two</td>
<td>4</td>
</tr>
<tr>
<td>Minor Seminar Three (or elective)</td>
<td>4</td>
</tr>
<tr>
<td>Minor Seminar Four or Major Seminar Five</td>
<td>4</td>
</tr>
<tr>
<td>Supervised Departmental Reading</td>
<td>2</td>
</tr>
<tr>
<td>Supervised Instruction</td>
<td>2</td>
</tr>
<tr>
<td>Comprehensive Program Examinations</td>
<td>4</td>
</tr>
<tr>
<td>Dissertation</td>
<td>16</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 64 hours

A total of 64 credit hours are required in the Doctor of Philosophy program.

**Time Limit for Completion of the Doctor of Philosophy Program**

Students are expected to complete the entire Doctor of Philosophy program in five years. **Candidacy for the Doctor of Philosophy degree is forfeited if the student fails to graduate within seven years after his initial registration for his first doctoral seminar.**
Doctor of Philosophy Records

Appropriate records of each student’s program of study are maintained in the office of the Registrar and the office of the Dean of the Doctor of Philosophy program. These records are maintained each term to serve as an indicator of the student’s progress toward graduation. Permanent records are maintained in fireproof facilities.

Fields of Study

Graduate seminars are offered in Church History, Missions, New Testament (including Greek), Old Testament (including Hebrew and/or Semitic languages), Practical Theology, Theology, and Education.

The Doctor of Philosophy degree may be granted in the following major fields: (1) Church History, (2) Missions, (3) New Testament (which includes Greek), (4) Old Testament (which includes Hebrew and/or Semitic languages), (5) Practical Theology (which includes preaching and/or pastoral counseling tracks), (6) Theology, and (7) Education.

In addition to the major field of study, the Doctor of Philosophy student normally will complete seminars in two minor fields other than that of the major (see Graduate Seminars Requirement, page 13). The major and minor fields are indicated on the Doctor of Philosophy application. The following majors are offered in modular format, Church History, Education, Missions, And Practical Theology (Counseling)

No more than half of seminars for the degree may be transferred into the program.

Changes in Major or Minor Fields

Any change in the major or minor fields must have departmental approval before submitting a request to the Dean of the PhD program for evaluation by the
Committee. A change in the major field requires that the student take the entrance exam and/or write an entrance paper in the desired field. This decision rests with the department. A list of topics for the exam and paper are available in the PhD office.

COMPLETION REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY PROGRAM

Continuous Enrollment Requirement

The candidate for the Doctor of Philosophy degree must be registered for each semester of the regular academic year during the period of time taken to earn this degree. Continuous enrollment includes both the semesters spent in seminar study and the time spent in the writing of the dissertation, whether or not the student is actually required to be on campus. Failure to register for any semester is automatically considered as withdrawal from the program.

The student must be registered each semester during an approved extension of time. This includes any semester that the student cannot enroll in seminars due to failure to complete requirements. Any exceptions to this policy must be approved by the PhD Committee.

The payment of tuition each semester is a part of registration. Any exceptions to the usual payment of tuition must be directed through Mr. Randy Redd, Vice President for Finance and Operations. The student must be in good standing with all Seminary offices in order to complete enrollment each semester.

Residence Requirement

Doctoral students must maintain residency throughout the Doctor of Philosophy program. With the approval of the Doctor of Philosophy Committee, one session may be spent in another
institution. No credit toward this degree is given for work done in other schools unless the student has first been approved for the Doctor of Philosophy program at Mid-America Baptist Theological Seminary. Any exceptions must be approved by the Doctor of Philosophy Committee.

This request must be submitted in writing to the Dean of the PhD program for evaluation by the Committee.

Classical and Modern Language Requirement

The candidate for the Doctor of Philosophy degree must have a working knowledge of two languages (in addition to the normal requirements of Greek and Hebrew) suited to their academic interests. The student and the major department will negotiate the best combination of languages for the specific student’s program. The languages will be Latin, German or French. Completion of the language requirement may be certified: (1) by completing a minimum of six semester hours of study of the language at an accredited college or university, (2) by passing a standardized test administered by an accredited college or university, or (3) by passing a language examination administered by the Doctor of Philosophy Committee. The language requirement may be met within five years prior to admission to the Doctor of Philosophy program. Language examinations are administered by the Doctor of Philosophy Committee as scheduled during the academic year. If the candidate fails to make an acceptable score on the language examination, at the option of the Doctor of Philosophy Committee, they may be permitted one additional opportunity to qualify. Both language examinations must be successfully completed prior to the beginning of the second year of doctoral study. A student will not be allowed to begin seminars during their second year unless both language requirements have been met.

Students must have departmental approval of language combinations. The student should check with his Department Chairman for the language combinations accepted by his Department. If the language is taken at
an accredited college or university, a copy of the official transcript must be on file in the PhD office. The original transcript is submitted to the Registrar’s Office.

Research Methodology Requirement

Candidates for the Doctor of Philosophy in Education degree must have a working knowledge of empirical research methodologies. Completion of the research methodology requirement may be certified: (1) by completing a minimum of six semester hours of study of empirical research methodology at an accredited college or university, (2) by passing a standardized test administered by an accredited college or university, or (3) by passing an empirical research methodology examination administered by the Doctor of Philosophy Committee. This requirement may be used as a substitute for one classical or modern language requirement for PhD in Education students only.

Assignment of a Major Professor

Upon approval for admission to the PhD program by the Doctor of Philosophy Committee, the student is to request a major professor in the department of their major area of study. The major department chairman must agree with this choice or assign another professor from the department. The advisor assists the student in planning a comprehensive and coherent program of study. The advisor must approve all seminars taken by the student. The major professor must approve the student’s dissertation topic before it is submitted by the department chairman to the Doctor of Philosophy Committee. Once the topic is approved, he supervises the student’s work in the writing of the dissertation. The student should initiate a meeting with their major professor at least twice each semester during the time they are taking seminars to maintain a current working relationship with regard to every phase of their academic program.
The student must submit in writing the name of his major professor to the PhD office after departmental approval. This must be done at the beginning of the first semester in the program.

**Practical Missions Requirements**  
*(See 2013–14 Practical Missions Handbook)*

PhD students are classified as full-time students during all phases of the PhD program. The PhD student must complete an average of two practical missions per week and witness to an average of at least one person per week during each 16-week semester. They must attend 24 out of 30 report hours every semester unless exemption was granted for permission to be absent due to schedule/work conflicts.

All students are required to remain current in their practical mission requirements. No academic credit is given for seminar work during any semester the student fails to complete this requirement.

Forms are available in the PhD office for students taking seminars to request PhD Committee permission to be absent from chapel and other special chapel sessions. This option is only available to students unable to be on campus for chapel each week. *Regardless of permission to be absent from chapel, the student must continue to submit weekly practical mission reports to the Practical Missions office.*

Students working on dissertations do not have to be on campus and do not have to petition the PhD Committee for permission to be absent from chapel. *Practical Missions must still be reported weekly to the Practical Missions office,* and failure to remain current will result in action from the PhD Committee and possible dismissal from the program.
The Practical Missions Report Form is completed via the internet each week (www.mabts.edu). Click the Login link at the top right of the website and select Practical Missions Report to access the Practical Missions website. Once you log in, you will be taken to the Report Form. Complete the electronic Report Form and click “Submit.” Be sure to LOG OFF from the website.

**Doctoral Colloquia Requirement**

Doctoral students must participate in two doctoral colloquia per year for a minimum of two years of colloquia. The student will also be required to participate in the colloquia during such time as they are involved in Doctor of Philosophy seminars if the period of time exceeds two years. A student may be allowed to continue in the colloquia during the time in which they are involved in the preparation of their dissertation.

The yearly Forum of Contemporary Theological Issues will count as one colloquium toward the Doctor of Philosophy colloquia requirements each year. Students in the modular program are permitted to listen/review a recording of the Forum.

Each department offering a doctoral seminar will sponsor a doctoral colloquium at least once a year. These colloquia will meet for two hours and will normally consist of informal discussions of trends, issues, and bibliography within the academic fields included in the Doctor of Philosophy program. Doctor of Philosophy students are required to attend the colloquia in their major field throughout the period of time in which they are taking seminars. Modular seminars will include the colloquium in the week on campus.

The student is responsible to notify the PhD office of colloquia attendance. This is done through a sign-up sheet at the time of the colloquium or by a letter from the student stating that he attended the colloquium and includes the date, time, and speaker. In the event that
the student cannot attend a colloquium, he may obtain departmental permission to listen to a CD of the colloquium and submit a letter to the PhD office stating that he has listened to the CD. CDs are available in the PhD office.

**Practical Ministry Experience Requirement**

To qualify for the Doctor of Philosophy degree, the candidate must submit evidence of a minimum of two years of pastoral ministry, significant church-staff service, missionary service, or significant denominational service. The practical experience may be fulfilled prior to or during the time that the student is involved in the doctoral program. **Final evaluation of the completed practical experience is made by the Doctor of Philosophy Committee.**

Each new student is provided with a form to list all practical experience to be submitted to the PhD Committee. These forms will be first evaluated by the Practical Experience Advisory Committee before distribution to the PhD Committee for final approval. The student will be notified in writing of the Committee’s decision. Returning students may obtain this form from the PhD Committee Chairman’s office.

The student is responsible to obtain Committee approval for practical experience. Further clarification may be requested by the Committee before any decision is made concerning the practical experience.

**Supervised Instruction Requirement**

After a minimum of four doctoral seminars and completion of the Graduate Research and Writing course and the Graduate Teaching course (20 hours), each student is required to teach in their major field under the direct supervision of their major advisor and assist in the development of a course syllabus, a teaching plan, and the assignment of course grades. With the approval of
their major department and the Doctor of Philosophy Committee, students may teach in another department if they have received credit for two semester-long Doctor of Philosophy seminars in that field. **With approval, female Christian Education majors may teach in the Church History and the Missiology departments.** (delete) For more information see the Catalog. (add)

At the discretion of the Doctor of Philosophy Committee, other arrangements may be made to fulfill this requirement, especially for students whose second language is English. The following regulations serve as guidelines for students teaching under the requirements of the Doctor of Philosophy program:

1. The Academic Vice President’s office will keep the Doctor of Philosophy office informed of the teaching assignments for PhD students.

2. In order to fulfill the teaching requirement, the student must have completed the Graduate Research and Writing course (2 credit hours), the Graduate Teaching course (2 credit hours), and four seminars (16 credit hours). To teach in any field, the student must have completed at least two seminars in that field. **Any exception must be approved by the PhD Committee.**

3. A minimum of six days classroom teaching under the supervision of a professor is required. Special permission is needed for teaching online classes.

4. The student is responsible for staying in contact with the chairman of their major department to be sure that their required teaching responsibilities are carried out during the duration of their program.

5. The teaching assignment is made through the Academic Vice President upon the recommendation of the chairman of the major department. Although the student has the opportunity to express their preferences concerning the course to be taught, the final selection of the subject
is made by the chairman of the respective department in accordance with overall instructional needs within the department’s curriculum offerings.

6. A departmental supervisor (either the student’s advisor or another supervisor appointed by the department chairman) will be appointed by the chairman of the department for each student teacher in the program.

7. The student will assist the professor in preparing a printed syllabus and teaching schedule for the course to be taught. This syllabus must be approved in advance by the supervisor, and one copy must be filed with the Doctor of Philosophy office and one copy must be filed with the office of the Academic Vice President.

8. The supervisor will arrange for at least one day of classroom observation to evaluate the student’s performance. The observation is to be conducted by the supervisor or by someone appointed by him.

9. The student will have at least three conferences with their supervisor in connection with the class being taught: (1) a preliminary conference about the syllabus prior to the beginning of the course, (2) one evaluation conference during the process of teaching the course, and (3) a summary evaluation conference after the course is completed.

10. During the final evaluation conference, the supervisor will review any comments about the student teacher made on the class evaluation forms, will discuss the teaching experience with the student, and will complete a summary supervisor’s evaluation report. He will submit to the department chairman a copy of the classroom evaluations and a copy of his own evaluation. *Copies of these evaluations are also to be filed in the PhD office.*
Graduate Seminars Requirement

Any faculty member in the theology area is qualified to offer Doctor of Philosophy seminars. He must, however, be recommended by the appropriate academic department and be approved by the Doctor of Philosophy Committee.

Eight graduate semester-long seminars are required in the Doctor of Philosophy program. Each seminar meets two hours weekly during the semester.

Beginning with the 2004-06 Catalog, four of the seminars are to be in a given field of discipline and shall constitute the major field. The other four seminars are to be in two fields other than that of the major and shall constitute the two minor fields. Students also have the option of taking five seminars in their major field, two seminars in one minor field, and an elective (may be in the minor field). A maximum of two seminars per semester may be carried at any one time.

The student must take a major field seminar during the first year that he is in the program. If the student is unable to follow this schedule for any reason, he should make his advisor, major department, and the Dean of the PhD program aware of the circumstances.

Supervised Departmental Reading DR 9945

Each department offers a directed study which consists of intensive reading to provide students with a comprehensive exposure to the literature in their major area of study. At the discretion of the department, this work may be done during the summer. The PhD Office has a form that must be signed by the professor and returned to the PhD Office to receive credit for DR 9945.
Acceptable Grades Requirement

No grade below “B” is counted toward a doctoral degree. A student who makes a grade of “C” or below must take an additional seminar to remove the deficiency. Grades are issued to doctoral students upon completion of seminars at the end of each semester, in accordance with the general policy concerning issuance of grades. A Doctor of Philosophy student who makes a lower grade than a “B” in a seminar must be put on probation, then dropped from the program if a subsequent grade lower than a “B” is achieved.

Research Hours Requirement

A minimum of four hours of library research work on campus is required weekly for each seminar in which the student is enrolled. Thus, a student taking two seminars should be engaged in eight hours of on-campus research each week. These research hours are in addition to time spent in class. Off-campus hours must also be reported weekly although a certain number is not required. Forms indicating time spent in all research work are to be submitted weekly to the secretary of the Doctor of Philosophy Committee. All research hours must be completed during the semester in which the seminar is taken.

Only hours spent in research for the seminar in which the student is currently enrolled are counted toward the research hour requirement. Do not include research for the Graduate Research and Writing course or hours spent in study for the language requirement.

Students enrolled in seminars must be current in their research hour requirements at the end of each semester to receive academic credit for seminar work done during that semester. The PhD office provides a schedule to record research hours and will provide an update of hours for the student at any time. Students are to submit a form from the website indicating hours spent in research.

(delete the above)
After completion of seminars, students must submit a monthly report to the PhD office. The report includes a record of the student’s use of the library or other research facility, the number of hours spent in research and/or writing, and the number of contacts with the student’s advisor. Penalties shall be attached for failure to report, including a formal letter from the Dean of the PhD program after a month’s delinquency and a possible suspension from the program for more than three month’s delinquency.

Forms are available on the website and can be submitted to dfoster@mabts.edu. The information can also be submitted through the mail.

**Doctoral Carrels**

Doctoral carrels are provided for PhD students. Keys are provided to new students at the time of registration in August and January. Doctoral carrels are assigned by the PhD office. Any change in the carrel assignments must be cleared through the PhD office. *The carrels are open ONLY during library hours.* Doctoral students are not permitted to stay after library hours in the carrels.

**Comprehensive Program Examinations Requirements**

Following the completion of seminars, doctoral students will take comprehensive written examinations either on the first or second scheduled comprehensive examination date. Scheduled dates for the comprehensive written examinations are the first full week of February and the second week of July. Each day the examination will be a minimum of four hours and a maximum of eight hours. A minimum grade of “B” is required to pass an examination.
Comprehensive examinations for students (1) General Field, one day; (2) Major Seminars one, two, three, four, one day; (3) Remaining Seminars, one day.

A student must pass at least five of these examinations on the first attempt. In cases of failure, the student may retake a maximum of four of the examinations during the week that the faculty are on campus for preparation week in August. If the student fails the second attempt, they must retake the seminar; but no additional time in the program is allowed.

Exams are available to the student at 8:00 in the PhD office. The computer lab will be reserved for student use, or a quiet room will be provided if the student prefers to handwrite the exams or use a personal computer. The exam must be printed in the computer lab and submitted to the PhD office each afternoon. The student will be notified of the results of the exams as soon as all grades are submitted to the PhD office.

Candidacy Status

At the completion of seminar work, the student will be expected to qualify for candidacy status. Candidacy status means that they may officially work on their dissertation. The student may be declared a candidate for the degree upon completion of the following: (1) successful completion of the comprehensive examinations; (2) completion of the colloquia requirements; (3) good standing in Practical Missions; (4) exemplary conduct; (5) dissertation subject approved by the Doctor of Philosophy Committee; and (6) major department recommendation.

For students who plan to graduate within two years of enrollment in the Doctor of Philosophy program, with the approval of the major professor and the major department, approval for a dissertation topic may be sought from the Doctor of Philosophy Committee before all of the seminar work is completed. Students are
advised to work closely with the major professor in writing the prospectus and dissertation.

**Application for Graduation**

The candidate for the Doctor of Philosophy degree must make application to the Doctor of Philosophy Committee for graduation no later than April 1 (for December graduation) or no later than September 1 (for May graduation). Application for graduation must be submitted through the PhD office.

The request is in the form of a letter from the student to the Dean of the PhD program and the Committee stating their desire to graduate and the date they plan to graduate. *In the event the student does not graduate at the anticipated time, they must resubmit a request for graduation for the future graduation date.*

**Dissertation Requirements**

Each candidate must write a dissertation in their major field of study in accordance with directions specified by the Doctor of Philosophy Committee. The dissertation must demonstrate the student’s ability to do independent research and must make a solid contribution to the literature of the field in which it is written. The dissertation should consist of 150-200 pages in the main body. *Variations from these numbers must receive prior approval from the Doctor of Philosophy Committee.*

This request must be submitted in writing to the Dean of the PhD program for approval by the Committee.

The dissertation must be prepared in strict conformity to the form and style set forth in *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., by Kate L. Turabian (Chicago: The University of Chicago Press, 2013). Students who have already had their prospectus approved may continue to use the 7th edition. The Doctor of Philosophy Committee
provides a Supplement which supersedes the manual by Turabian where the latter is not precise and which provides sample pages illustrating requirements for academic writing. Other required resources include (1) Grammar of Present Day English, by R. W. Pence and Donald W. Emery (New York: Macmillan Publishers, 1963) and (2) The Merriam-Webster’s Eleventh New Collegiate Dictionary (Springfield, Mass.: Merriam-Webster, 2003).

**Topic of the Dissertation**

The topic of the dissertation must be approved by the Doctor of Philosophy Committee with the prior recommendation of the student’s advisor and his major department.

The topic must be submitted in writing to the department. The department will submit the topic with their recommendation to the Dean of the PhD program for evaluation by the PhD Committee. The dean will notify the student in writing of the Committee’s decision.

**Prospectus Guidelines**

A prospectus of the dissertation must be submitted to the PhD office for distribution to the major department for its approval no later than April 1 (for students anticipating graduation in December) or no later than September 15 (for students anticipating graduation in May).

The prospectus includes the title of the proposed dissertation, the outline by which the research is to be organized, the thesis to be investigated, the methodology to be employed, and a bibliography. Education majors should include the title of the proposed dissertation, the outline by which the research is to be organized, and chapters one through three (chapter one- research concern/questions, chapter two- literature review, chapter three- methodological design) and a reference list.
The prospectus should include:

1. Title page (examples may be found in the “Turabian Tutor: Helps for Writing Research Papers” by the Form & Style Committee dated August 2007.)

2. The outline of the dissertation by chapter titles and subheadings (see 2007 “Turabian Tutor”). Second-level headings should be included in the outline.

After the Doctor of Philosophy Committee has approved the student’s prospectus, any subsequent changes in the outline must be approved by the Doctor of Philosophy Committee.

3. The body of the prospectus should include the thesis to be investigated and the methodology to be employed. The information contained in the body of the prospectus is included in the first chapter of the dissertation, though the prospectus may be slightly more abbreviated. See examples in 2007 “Turabian Tutor.”

4. The bibliography or reference list for the prospectus should contain at least 90 percent of the dissertation bibliography.

The outline and the bibliography should correspond to the same standards of style and form as the dissertation. The prospectus and dissertation are prepared according to the Turabian edition taught in the student’s Graduate Research & Writing class, with the accompanying Doctor of Philosophy Committee MABTS Supplement.

When describing the dissertation chapters in the prospectus, write in the future tense. For example: Chapter 2 will examine . . . , etc. When writing the dissertation, write in the past tense. For example, Chapter 2 examined . . . .
The prospectus is logged in the PhD office and then forwarded to the student’s major department chairman. The department has two weeks to schedule a meeting with the student and to evaluate the prospectus. The department chairman then notifies the PhD office in writing concerning its decision regarding the prospectus.

During the two weeks that the student’s major department is assigned to evaluate the prospectus, the department chairman will schedule a time for the student to offer an oral defense of his prospectus to the department faculty. At this meeting, a dissertation orientation session will be conducted to acquaint the student with the requirements and procedures for the writing of the dissertation. The student will be provided with a schedule of submission dates, and he will be given general instruction in the dissertation process.

**Dissertation Submission Process**

The dissertation must contain the following parts in sequence: blank page; abstract (not to exceed two pages); title page; blank page; approval sheet; table of contents; introductory chapter; the body or text of the paper consisting of two or more chapters; concluding or summary chapter; bibliography; and blank page. The parts mentioned in Turabian 1:8-31 may be included (all after the table of contents and before the introductory chapter); and appendix or appendixes (between the concluding chapter and the bibliography).

The student is encouraged to work carefully with their advisor and his major department at each stage in the preparation of his dissertation. The dissertation must be presented to the Doctor of Philosophy office to forward to the student’s advisor no later than July 15 for December graduation or January 4 for May graduation. The student must submit the dissertation through the PhD office for distribution to the advisor.
The advisor will read and evaluate the dissertation with regard to content and form prior to forwarding it with his approval to the PhD office for routing to the major department. *Should the advisor find that the dissertation is not acceptable with regard to content or form, it is his prerogative to return it to the student without submission to the department.* A dissertation is acceptable in form if it contains 150 or fewer errors in form, style, grammar, and spelling. If errors number more than 150, advisors may return dissertations to students for correction. Students may then resubmit their dissertation after correcting these errors. If advisors find more than one hundred new errors or uncorrected errors in the second edition, students will be notified that they cannot resubmit until the next graduation date.

After the advisor approves the dissertation with regard to content and form, he will submit the dissertation along with his written recommendation to the PhD office. The dissertation and advisor’s recommendation are forwarded to the major department. Suggested corrections and/or changes may be made during the four weeks after submission to the department.

The major department submits its written approval with a clean copy of the dissertation to the Dean of the Doctor of Philosophy program on or before September 1 or February 1, respectively. A student who submits a dissertation to their major department is allowed no more than two opportunities for the dissertation to be approved. The dissertation is submitted through the PhD office for proper distribution and must include an abstract.

Upon receipt of the dissertation from the major department, the Dean of the Doctor of Philosophy program assigns an external reader to evaluate the dissertation. The Dean of the Doctor of Philosophy program will analyze the evaluation forms from the major department and the external reader and attach a summary evaluation statement to the dissertation to be returned to the student by October 15 or March 15, respectively. It is the prerogative of the Doctor of Philosophy Committee to assign additional
readers if the situation warrants it. In each case, there will be a minimum of three primary readers, including the external reader. If the dissertation is acceptable, it will be returned to the student for final corrections.

If the Doctor of Philosophy Committee determines that the dissertation is not acceptable, the document is then returned to the student with no more than one additional opportunity for them to resubmit their dissertation. If the dissertation is rejected as unsatisfactory for any cause, the Doctor of Philosophy Committee may, at its discretion, authorize the candidate to revise, correct, and resubmit the document after a period of at least three months but not later than one year from the time of extension. No dissertation may be submitted twice for the same prospective graduation date.

The student must request in writing permission to file for copyright privileges and/or to publish his dissertation.

Each department is at liberty to establish specific guidelines for dissertations submitted in that department.

At final submission, each of the five copies of the dissertation must include an abstract and blank pages inserted in proper order.

The student must provide four sheets of the same cotton paper used to print the dissertation for every copy of the dissertation submitted to the PhD office. This paper will be used to print the approval sheets to be included in the dissertation. The paper must be submitted to the PhD office prior to the date of the oral exam.

Oral Examination

A one-hour oral examination is conducted during the last academic term prior to the commencement service in which the student expects to graduate. The oral examination covers the
dissertation and relevant areas of cognate academic disciplines which are necessary for a full evaluation of the research. The oral examination over the dissertation is directed by the major professor who supervised the research, other faculty members who comprise the major department, and the external reader.

**Graduate Teaching Assistant (GTA) Program**

PhD Students may serve as a graduate teaching assistant to a MABTS professor. Participation by professors and PhD Students is strictly voluntary. At present, there is no remuneration for students who choose to serve in this capacity. A GTA’s duties would include assisting the professor by teaching in his/her absence, course planning, and help with grading. This program will benefit both students and professors. Students will gain valuable teaching experience that may help them when seeking a teaching position at a college or seminary. Professors will benefit from having a dependable person to teach for them during their absences and to assist in grading and other duties.

**TUITION AND FEES**

**Tuition**

Each student in the Doctor of Philosophy program must pay a flat-rate tuition of $2,475 per semester, payable in advance at the beginning of each semester (August and January). The tuition for the Biblical Counseling (delete) Modular Seminars (delete) PhD Program(add)is $2,700 per session, to be paid at the time of registration. Tuition must be paid each semester while the student is actively involved in the Doctor of Philosophy program. **Failure to register for any semester during the regular school year will be considered as withdrawal from the Doctor of Philosophy program.** In the semester that the dissertation is submitted, the student will pay a minimum $250 dissertation reading fee. Students will also pay for a bound copy of their dissertation for the advisor.
Student Financial Assistance
See 2013–14 Catalog

Students are expected to be prompt and faithful in payment of all fees to the Seminary. All current financial obligations must be paid before a student can register for classes for the following semester or Mini-term and before grades, diplomas, or transcripts can be issued. Accounts must be paid in full before graduation. The Seminary reserves the right to secure a file report through Equifax to confirm the continued credit reliability of each student. Any exception must be approved by Mr. Randy Redd, Vice-President for Finance and Operations.

Refunds of Tuition
See 2013–14 Catalog

Fees

Late Registration Fees and Returned Check Fees

An additional fee of $100 is charged for any student who registers after the close of the regular registration time. A returned check fee of $30 is charged for any check which is returned to the Seminary Business Office. Excessive returned checks by any student may result in a “cash only” policy for that student at the discretion of the Vice President for Finance and Operations.

Dissertation Fees

After the dissertation is formally approved by the Doctor of Philosophy Committee, the candidate must deposit sufficient money to cover the cost of binding five copies, for making a microfilm copy, and for publishing the abstract in Dissertation Abstracts International with the Doctor of Philosophy office. This expense is approximately $200, depending upon the actual amount charged by the binder. The microfilm copy and the three copies
of the dissertation remain the property of the Seminary, and one copy of the dissertation becomes the property of the student.

Dissertation fees are submitted through the PhD office. A list of all graduation expenses is available in the PhD office.

**Graduation Fee**

The fee for December and May graduation expenses for the Doctor of Philosophy program is $150.

The Doctor of Philosophy candidate for graduation should contact the Campus Life Office for payment information and to supply graduation robe rental information.

**Fees for Student Transcripts**

No transcript of a student’s academic record will be furnished until all financial obligations to the Seminary have been satisfied. Academic transcripts are released to other persons or institutions only with the written consent of the student involved. The first academic transcript is free. A fee of $5 is charged for each additional copy furnished.

All requests for transcripts are submitted through the Registrar’s Office.
# DISSERTATION SUBMISSION PROCESS

<table>
<thead>
<tr>
<th>December/Graduation</th>
<th>Action</th>
<th>May/Graduation</th>
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<tbody>
<tr>
<td>April 1</td>
<td>The student must submit a written application for graduation to the Dean of the PhD program.</td>
<td>Sept 1</td>
</tr>
<tr>
<td>April 1</td>
<td>The student must submit a prospectus for his dissertation to the PhD office for distribution to the major department. The department chairman will schedule a time for the student to present an oral defense of his prospectus and the Dissertation Orientation.</td>
<td>Sept. 1</td>
</tr>
<tr>
<td>April 15</td>
<td>The chairman of the department must submit a written approval of the prospectus to the Dean of the Ph. D. Program. The prospectus will then be distributed to the PhD Committee for approval. After approval by the Committee the student begins the process of writing the dissertation. The faculty advisor has the option of working with the student on a chapter-by-chapter basis.</td>
<td>September 15</td>
</tr>
<tr>
<td>July 15 (Advisor has two weeks)</td>
<td>The student must submit the complete dissertation and the abstract to the PhD office for distribution to his faculty advisor. (During the month that the advisor or department has the dissertation, he or the department is free to continue to work with the student on a one-on-one basis to make further corrections or revisions.) The copy of the dissertation which is submitted to the advisor is marked by the advisor and/or members of the department and returned to the PhD office for return to the student for corrections (along with the proofreading checklist).</td>
<td>January 4 (Advisor has two weeks)</td>
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**TATION SUBMISSION PROCESS—continued**

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<tr>
<th>December Graduation</th>
<th>Action</th>
<th>May Graduation</th>
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<tr>
<td><strong>August 1</strong></td>
<td>The advisor will submit the corrected dissertation along with his written recommendation to the PhD office. The PhD office will submit the corrected dissertation and written recommendation to the major department. During the month that the department has the dissertation, the department members are free to continue to work with the student to make further corrections or revisions.</td>
<td><strong>January 15</strong></td>
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<tr>
<td>(Dept. has one month)</td>
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<td>(Dept. has one month)</td>
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<tr>
<td><strong>September 1</strong></td>
<td>The chairman of the department will submit the dissertation to the Dean of the PhD program for distribution to the external reader. THIS DATE IS NOT FLEXIBLE. If the dissertation is not submitted on or before September 1 or January 15, the student will not be allowed to continue the submission process and his graduation will be delayed one semester.</td>
<td><strong>February 15</strong></td>
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<tr>
<td>(External Reader has one month)</td>
<td></td>
<td>(External Reader has one month)</td>
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<tr>
<td><strong>October 1</strong></td>
<td>The external reader will return the dissertation to the Dean of the PhD program with his corrections and written recommendations. During the time that the dean has the dissertation, if he determines that there are excessive errors or deficiencies which have not been noted by the department or the external reader, he will return it to the department for further refinement (in form and/or content).</td>
<td><strong>March 15</strong></td>
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<tr>
<td>(PhD Dean has two weeks)</td>
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<td>(PhD Dean has one week)</td>
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<tr>
<td><strong>October 15</strong></td>
<td>If the Dean of the PhD program concludes that the dissertation is generally acceptable, then he will return it to the student for final corrections which have been noted by him or the external reader.</td>
<td><strong>March 22</strong></td>
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<tr>
<td>(Student has two weeks)</td>
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<td>(Student has two weeks)</td>
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**DISSECRATION SUBMISSION PROCESS—continued**

<table>
<thead>
<tr>
<th>December Graduation</th>
<th>Action</th>
<th>May Graduation</th>
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</thead>
<tbody>
<tr>
<td>November 1</td>
<td>The student will return one copy of the corrected dissertation and its abstract on plain bond paper to the Dean of the PhD program. The dean will forward both the marked and the revised copies to the faculty advisor to see that all corrections have been made. The advisor will submit the dissertation to the department for final approval.</td>
<td>April 5</td>
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<tr>
<td>(Advisor/ Dept. has one week)</td>
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<td>(Advisor/ Dept. has one week)</td>
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<tr>
<td>November 7</td>
<td>The chairman of the department will forward the dissertation to the dean with a written recommendation of final approval from the department.</td>
<td>April 12</td>
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<tr>
<td>(PhD Dean has one week)</td>
<td></td>
<td>(PhD Dean has one week)</td>
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<tr>
<td>November 15</td>
<td>The director will make a final reading of the approved dissertation. He will have the authority to require any last minute changes as necessary. When the dean is convinced that the dissertation is ready for binding, he will issue permission to the student that he is to produce four copies on at least twenty-pound white paper with 100 percent cotton content, plus one additional copy on regular bond paper. The student must not produce the final copies for binding until he has final authorization from the Dean of the PhD program.</td>
<td>April 19</td>
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<tr>
<td>(Student has two weeks)</td>
<td></td>
<td>(Student has two weeks)</td>
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<tr>
<td>December 1</td>
<td>The student must submit the final five copies of the dissertation to the PhD office. An abstract must be included with each copy.</td>
<td>May 1</td>
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