requirements for the doctor of philosophy program must be approved by the faculty upon the recommendation of the Doctor of Philosophy Committee.

Approval by the Doctor of Philosophy Committee

Applicants are considered on the basis of: (1) application form for admission to the program, (2) previous academic record, (3) performance on the Miller Analogies Test, (4) demonstration of writing skills on the major field research paper, (5) performance on the written comprehensive entrance examination, and (6) personal interview with the faculty. Although no single criterion is necessarily determinative by itself, the above stated criteria are scrutinized by the Doctor of Philosophy Committee to determine the applicant’s competency and motivation to undertake doctoral study. Only those applicants who are approved by the Doctor of Philosophy Committee may be admitted into the program.

Declined Admission

When an applicant is declined admission to the program, the student may choose to submit another application. One opportunity to reapply may be granted with the permission of the Doctor of Philosophy Committee. Materials relative to the application are considered confidential and the Doctor of Philosophy Committee has no obligation to disclose information regarding an applicant’s being declined admission into the program.

Time Limit for Approved Applicants

If an applicant for the doctor of philosophy program does not begin advanced studies within one year from the date of approval, a new application must be submitted.

Assignment of a Major Professor

Upon admission to the doctor of philosophy program, the student requests a major professor in their major department. The major department must approve this choice or assign another professor from the department. The major advisor assists the student in planning a comprehensive program of study. Once the student's dissertation topic is approved by the Doctor of Philosophy Committee, the major professor supervises the student's work in the writing of the dissertation. The student should initiate a meeting with their major professor at least once each term for advisement in every phase of their academic program while they are taking seminars. Upon completion of seminars, the student is expected to maintain monthly contacts with their advisor.

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 time spent in seminar study and the time spent in the writing of the dissertation, whether or not the student is actually on-campus. Failure to register for any semester is automatically considered as withdrawal from the program.

**Study at Other Institutions**

With the approval of the Doctor of Philosophy Committee, two seminars may be taken at other institutions. No credit toward this degree is given for work done in other institutions unless it has first been approved by the Doctor of Philosophy Committee.

**Classical and Modern Language Requirements**

Candidates 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 requirements 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 a language examination, at the option of the Doctor of Philosophy Committee, he or she 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 pursuing a degree in the field of education must take Graduate Research Methodology (DR 9921) to fulfill one language requirement.

**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 requirements 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.
Fields of Academic Study

Graduate seminars are offered in church history, education, missions, New Testament (including Greek), Old Testament (including Hebrew and/or semitic languages), practical theology (pastoral track and counseling track), and theology. The doctor of philosophy degree may be granted in the following fields: (1) Old Testament (including Hebrew and/or semitic languages), (2) New Testament (including Greek), (3) church history, (4) missions, (5) theology, (6) practical theology and (7) education.

Mid-America offers majors in both the traditional residency and modular formats. Majors offered in residency format are church history, missions, New Testament (including Greek), Old Testament (including Hebrew and/or semitic languages), practical theology (pastoral track), and theology. Majors offered in modular format (see modular format) are church history, education, missions, and practical theology (counseling track). All fields are available as minors to residency students. Minor fields available to those only enrolled in modular courses are church history, education, missions, New Testament, Old Testament, and practical theology (counseling track). PhD students may combine modular and residency seminars to complete their degree only with permission from the PhD Committee.

Modular Format

MABTS offers some PhD majors in a modular format, which allows students to complete their degree without having to leave their current place of ministry. A degree in the modular format meets the same high academic standards expected from any MABTS PhD. Excellent faculty teach PhD courses and maintain high standards for academic excellence in these intensive classes.

Students come to campus for courses usually twice per year for about two weeks each time. Each seminar meets for one week. Exact dates for classes can be found on the PhD calendar. Prior to each seminar, students will complete pre-seminar work that typically consists of extensive reading and intensive writing assignments. The student’s major professor (see Assignment of a Major Professor) will guide them through the program. Majors offered in modular format are church history, education, missions, and practical theology (counseling track). Available minors in modular format are church history, education, missions, New Testament, Old Testament, and practical theology (counseling track). PhD students may take a combination of modular and residency courses to fulfill their seminar requirements only with permission from the PhD Committee. After completing seminars during the initial stage of the program, students take comprehensive exams that assess their learning in their areas of study. The program then culminates in the research phase as students write and defend their dissertation.

Graduate Seminars

Any faculty member in the theology or education area is qualified to offer doctor of philosophy seminars. They 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. 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. Minor fields available to female students are church history, Old Testament, New Testament, practical theology (biblical counseling track), and missions. Note: Logos Bible Research Software (Silver edition or above) is required for all PhD seminars offered in the New Testament Department.

**Doctoral Colloquia**

Each student enrolled in doctor of philosophy seminars is required to attend two doctoral colloquia each academic year. One colloquium will be program-wide and held in conjunction with the annual Forum of Contemporary Theological Issues. One colloquium will be sponsored by each academic department offering a doctoral seminar for departmental majors and seminar participants. A departmental colloquium will meet for two hours and will normally consist of a presentation by a guest scholar or of discussions of trends, issues, and bibliography in the academic field. Doctor of philosophy students with candidacy status are encouraged to attend the colloquia. Modular seminars will include the colloquium during the week on-campus.

**Forum of Contemporary Theological Issues**

The purpose of this forum is to provide stimulating exposure and engagement with outstanding research scholars with divergent theological perspectives through lectures, debates, and/or dialogue on selected contemporary theological issues. This forum is available to the seminary community but designed specifically for and required of PhD students. Attendance at this forum counts as one of the required colloquia for PhD students. Students in the modular program are permitted to listen/view a recording of the forum.

**Comprehensive Examinations**

After the completion of seminars, doctoral students who have completed their seminar work will take comprehensive written examinations. These must be taken within a twelve month period of one of the scheduled dates for comprehensive examinations. Each day the examination will be a minimum of four hours and a maximum of eight hours. The examinations include: (1) general field, one day (2) major seminars one, two, three, and four, one day (3) remaining seminars, one day. A minimum grade of B is required to pass an examination. 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. If the student fails the second attempt, he or she must retake the seminar; but no additional time in the program is allowed.
Candidacy Status

At the completion of seminar work, students are expected to qualify for candidacy status. Candidacy status means that students may officially work on their dissertations. Students are declared candidates for the degree if they complete 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. Any exceptions to this procedure must be approved by the Doctor of Philosophy Committee.

Teaching Experience (Supervised Instruction DR 9940)

After a minimum of four doctoral seminars and completion of the Graduate Research & Writing course and the Graduate Teaching course (twenty hours), students are required to teach in their major field under the guidance of their advisors. 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 or Missiology Departments. Students will work under the direct supervision of their major advisors in assisting in the development of a course syllabus, a teaching plan, and the assignment of course grades. A minimum of six days classroom teaching under the supervision of a professor is required. At the discretion of the Doctor of Philosophy Committee, other arrangements may be made to fulfill this requirement for students in the modular program and for those whose second language is English. The academic vice president’s office will keep the PhD office informed of PhD students who fulfill this assignment by teaching a complete course.

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.

Practical Experience

The doctor of philosophy degree is a research and teaching degree. Because Mid-America is committed to preparing persons to train others for effective ministry, we believe that it is important for those who teach to have significant ministry experience. The completion of the doctor of philosophy degree, therefore, requires two years of pastoral ministry, significant church staff service, missionary service, or significant denominational service. Final evaluation of the completed practical experience is made by the Doctor of Philosophy Committee.
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. Candidates must demonstrate the ability to research a thesis in relative independence and present their research in a clear and logical manner. The dissertation must make a contribution to the scholarly literature in its field. The dissertation should consist of one hundred fifty to two hundred pages in the main body. Variations from these numbers must receive prior approval from the Doctor of Philosophy Committee.

Each doctor of philosophy student is required to attend a dissertation orientation seminar, normally at the time of the oral defense of the prospectus. Students will follow the guidelines in *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed., by Kate L. Turabian (Chicago: The University of Chicago Press, 2013). 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. *Merriam-Webster’s Collegiate Dictionary*, 11th ed. (Springfield, MA: Merriam-Webster, 2003) is another required resource.

The topic of the dissertation must be approved by the Doctor of Philosophy Committee with the prior recommendation of the student’s major professor and his major department. A prospectus of the dissertation must be submitted in triplicate to the PhD office to be forwarded 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 must be defended orally before the department before it is submitted to the PhD office for consideration by the Doctor of Philosophy Committee.

Within two weeks, the major department must submit the prospectus with its written approval to the PhD office for consideration by the Doctor of Philosophy Committee. The prospectus includes the title of the proposed dissertation, the thesis to be investigated, the methodology to be employed, the outline by which the research is to be organized, and a bibliography. The outline and the bibliography should correspond to the same standards of style and form as the dissertation. Any subsequent changes in the outline must be approved by the Doctor of Philosophy Committee.

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; selected bibliography; and blank page. The parts mentioned in Turabian A.2.1.7–A.2.1.11 may be included (all after the table of contents and before the introductory chapter); and appendix or appendices (between the concluding chapter and the bibliography).

Students are encouraged to work carefully with their advisor and their major department at each stage in the preparation of his dissertation. The completed dissertation on standard bond paper must be presented to the PhD office to forward
to the advisor no later than July 15 for December graduation or January 6 for May graduation. The advisor will read and evaluate it with regard to content and form prior to forwarding it with his approval to the PhD office for distribution 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.

After the advisor approves the dissertation with regard to content and form, he will forward it along with his recommendation to the PhD office for distribution to the major department no later than August 1 (for students anticipating graduation in December) or no later than January 20 (for students anticipating graduation in May). Suggested corrections and/or changes may be made during the six weeks after submission to the department.

The dissertation must be submitted to the Doctor of Philosophy Committee along with the written approval of the major department before September 1 or February 3, respectively. A student who submits a dissertation to his or her major department is allowed no more than two opportunities for the dissertation to be approved. Upon receipt of the dissertation from the major department, the dean of the PhD program assigns an external reader (from outside the department) to evaluate the dissertation along with the major department. The dean of the PhD program will analyze all of the evaluation forms from the major department and the external readers and attach a summary evaluation statement to the dissertation, to be returned to the student by October 15 or March 17, 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 external readers. A dissertation is acceptable in form if it contains one hundred fifty or fewer errors in form, style, grammar and spelling. If errors number more than one hundred fifty, 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 errors in the second edition, students will be notified that they cannot resubmit until the next graduation date. 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 the student to resubmit his or her 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 the extension. No dissertation may be submitted twice for the same prospective graduation date. After the Doctor of Philosophy Committee approval, five corrected copies of the dissertation must be submitted, including four copies on one hundred percent cotton-content white paper and one copy on regular white bond paper. The corrected copies must be presented to the Doctor of Philosophy Committee by December 1 for a December graduation and May 1 for May graduation. Under no circumstances may any candidate receive his or her degree or graduate prior to his or her dissertation being submitted in final form with all copies ready for binding. (Refer to graduation requirement dates in the schedule of academic dates for the doctor of philosophy program.)
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 readers. Questions may be submitted by any authorized person who participates in the oral examination.

The Oral Examination Committee is composed of all faculty members in the major field department, faculty members under whom the student has taken a seminar in the major field, and the external reader of the dissertation. The Oral Examination Committee makes the final decision as to whether the student passes his oral examination.

Summary of Requirements

Graduate Research & Writing 2 hours
Graduate Teaching 2 hours
Major Seminar One 4 hours
Major Seminar Two 4 hours
Major Seminar Three 4 hours
Major Seminar Four 4 hours
Minor Seminar One 4 hours
Minor Seminar Two 4 hours
Minor Seminar Three (or Elective) 4 hours
Minor Seminar Four or Major Seminar Five 4 hours
Supervised Departmental Reading 2 hours
Supervised Instruction 2 hours
Comprehensive Program Exams 4 hours
Dissertation 16 hours
Oral Examination 4 hours
Total 64 hours

Dissertation Fees

Reader’s Fee

At the time of the submission of the dissertation to the major department, the student must deposit a minimum dissertation reader’s fee of $250.00.

Binding Fees

After the dissertation is formally approved by the Doctor of Philosophy Committee, the candidate must deposit sufficient money with the PhD office to cover the cost of binding four copies, for making a microfilm copy, and for publishing the abstract in Dissertation Abstracts International. The microfilm copy and three copies of the dissertation remain the property of the Seminary, and one copy of the dissertation becomes the property of the student. The student must request in writing permission.
from the Doctor of Philosophy Committee for copyright privileges and/or to publish his 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 students anticipating graduation in December) or no later than August 15 (for students anticipating graduation in May). Application for graduation must be submitted through the office of the dean of the PhD program.

Time Limit for Completion of the Doctor of Philosophy Program

Students are allowed seven years to complete the doctor of philosophy program. This time is calculated from the first semester of enrollment and terminates at the end of the 14th consecutive semester. Normally, graduation is to take place within two years after the student is approved as a doctoral candidate (spring of the completion of seminars). Special consideration is given to missionaries.

Acceptable Grades

No grade below B is counted toward the PhD 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. A doctor of philosophy student who makes a lower grade than a B in a seminar is placed on probation, then dropped from the program if a subsequent grade lower than a B is achieved.

Doctor of Philosophy Records

Appropriate student records are maintained in the PhD office and the Registrar’s office. Student inquiries should be directed to the dean of the PhD program.

Doctor of Philosophy Seminars

DR 9910—Graduate Research & Writing
This course is designed to assist the student in developing writing skills for his work in the doctor of philosophy program. It is designed to cover the basic elements of form and style appropriate for doctoral studies and to give a general overview of the preparation of a doctoral dissertation. The course is for two semester hours of credit but is not included in the requirements for the doctoral seminars regularly assigned to meet the qualifications for the major and minor fields.

DR 9920—Graduate Teaching Seminar
This course is designed as a study of the philosophy and methodology of teaching at the postsecondary level. The seminar will include necessary elements for the preparation of teaching a graduate-level course. These elements include creating a syllabus, stating objectives, preparing assignments, meeting the class for the first time, understanding learning theory and motivation, and understanding teaching