Dates for Student Admission and Registration

Registration Schedule

Students enrolling for the first time are encouraged to enroll in the fall semester. Many multi-semester curriculum offerings, particularly biblical languages, begin only in August. Students may, however, enroll at the beginning of any of the academic semesters. The Academic Records office will advise prospective students of specific dates.

Deadlines for Application

Application deadlines are published in the academic calendar. Application for admission for associate, bachelor, and master programs, and all supporting documents is best to be received by the Admissions Department at least thirty days before the student’s first registration to allow processing and consideration by the Admissions Committee. Students may register for classes only after receiving written notification of admission approval from the Academic Records office. (Doctoral students should refer to the respective program guidelines for information regarding application.)

Policy of Nondiscrimination

Mid-America Baptist Theological Seminary admits students of any race, color, national, or ethnic origin. The Seminary does not discriminate on the basis of race, color, age, national, 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.

Students with Disabilities

The Seminary makes every effort to provide full access to higher education for all qualified students. Students with hearing or other physical disabilities will be given all the assistance needed in order for them to succeed. All facilities on both campuses are equipped with wheelchair access.

Regulations Concerning General Admission

Each prospective student should consider carefully the following regulations concerning admission to the Seminary before submitting any application materials:

Christian Experience and Conduct

Mid-America Baptist Theological Seminary is a Christian institution whose primary purpose is to provide graduate theological training for effective service in church-related and missions vocations. Applicants to the Seminary must have professed
Christ as Savior for at least one year before registration. Maturity of character, personal integrity, and commitment to Christian service are necessary for acceptable study in the Seminary.

It is required that students preparing for the ministry shall conduct themselves in a manner deemed by the Seminary as consistent with biblical standards of moral purity. In particular, married students are expected to maintain marital fidelity, and single students are expected to maintain sexual abstinence. Departure from biblical standards of moral purity disqualifies individuals for admission to the Seminary or continued enrollment.

**Regulation Regarding Divorce**

The Seminary does not admit anyone as a student who has ever been divorced or whose spouse has ever been divorced. This regulation applies without exception both to those who are innocent parties of divorce and to others. Such a policy does not judge the manner of life of any divorced person. The regulation, however, is established as a witness to God’s original intention for the lifelong covenant of marriage. Matthew 5:32; 19:3–9; Mark 10:5–9; Luke 16:18; and Malachi 2:16 are the primary biblical passages that support this understanding.

**Regulations Regarding Female Students**

The Seminary admits women as students to study only for the associate of Christian education, bachelor of arts in Christian studies, master of arts in Christian education, master of Christian education, master of missiology and intercultural studies, doctor of ministry in missiology, doctor of ministry in Christian education, doctor of philosophy in church history, education, missions, and practical theology (biblical counseling track) programs. These programs are designed to prepare students for ministries in education, counseling, or cross-cultural missions. Degree programs designed to prepare students to serve as ordained pastors (associate of divinity, master of divinity, doctor of ministry in practical theology, and doctor of philosophy in Old Testament [including Hebrew], New Testament [including Greek], theology, and practical theology [pastoral track]) are available only to male students. Female students are welcome to audit or to take for credit any individual course offered in the curriculum for which they are otherwise qualified. This policy accords with the Seminary’s conviction that the ordained pastor of a church must be male. The following is the trustee resolution mandating this: "We believe that God has signally blessed women and has given them a position of honor and opportunities for service." However, we believe that Scripture prohibits a woman serving as pastor of a church. The following Scriptures specifically refer to this regulation:

- **1 Corinthians 11:3 ff.** This passage teaches that women are under the leadership of men. (This headship relates to functional relationships, not spiritual standing.) For a woman to serve as pastor/teacher reverses this creation ordinance.
• 1 Timothy 2:9–15. This passage is part of a larger context which outlines the qualifications of bishops (pastors) and deacons and forbids women to exercise positions of authority and teaching over men. Therefore, a woman should not be pastor of a church.

• Genesis 2–3. In the record of Creation and the subsequent fall of man, Adam stood in a primary relationship over Eve. The ramifications of this position were intensified by the Fall (i.e., the negative aspects of subordination of woman to man) but were in existence prior to the Fall. Thus, from Creation and in the Fall, the woman is subordinate to the man, which is the basis of Paul's argument in 1 Timothy 2:13–14 in which women are forbidden to teach or exercise authority over men in the church.

Admission to the Associate Degree Programs

In addition to the Regulations Concerning General Admission, applicants for admission to the associate degree programs must meet the following requirements:

Minimum Education

All applicants to the associate degree programs must have graduated from high school or received a Graduate Equivalence Diploma (GED). Students who have graduated from college with a baccalaureate degree will not be admitted to the associate degree programs.

Conditional Admission

Exceptions to these published requirements must be approved by the faculty upon recommendation of the Admissions Committee. In such cases, students will be granted conditional admission. During this period, students are subject to the same limitations as students under academic probation described under Disciplinary Regulations in this catalog. Conditional admission will be removed after a student completes fifteen semester hours at the Seminary and keeps a grade point average of at least a C (2.0 on a 4.0 scale).

Admission to the Bachelor of Arts in Christian Studies Degree Program

In addition to the Regulations Concerning General Admission, applicants for admission to the bachelor degree program must meet the following requirements:

Minimum Education

All applicants to the bachelor degree program must have graduated from high school or received a GED. Transcripts from all educational institutions are required. Official high school transcripts or GED test scores are required unless the applicant has more than twenty-four college hours. Only official transcripts will be accepted. The Academic Records office of Mid-America reserves the right to judge which
transcripts are official and meet the Seminary’s requirements. In no case will the Seminary consider as official a transcript marked “Issued to Student.”

**ACT/SAT Scores**

All applicants (including home-schooled students) are required to submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The SAT code for Mid-America Baptist Theological Seminary is 7039 and the ACT code is 3934. Applicants who are twenty-four or older, or have passed fifteen hours from (a) a regionally accredited college or (b) a college with AABC accreditation, and have maintained at least a C average are not required to submit these standardized test scores. (SAT and ACT scores are not used as a basis of admission to Mid-America Seminary but are used to help evaluate a student’s ability to do college level work.)

**Address:**
College Board  
Attn: SAT Customer Processing Center  
P.O. Box 620  
Princeton, NJ 08540  
800-728-7267  
www.collegeboard.org

ACT  
2255 North Dubuque Rd.  
P.O. Box 168  
Iowa City, IA 52243  
319-337-1313 www.act.org

**Admission to the Master Degree Programs**

In addition to the Regulations Concerning General Admission, applicants for admission to any master degree program must meet the following requirements:

**Education Requirements**

All applicants to master degree programs must have graduated from an accredited college or university with a bachelor degree or equivalent. It is recommended that this degree should include at least sixty semester hours of liberal arts studies (other than religious studies). The applicant’s grade point average for all college-level work must be at least a C (2.0 on a 4.0 scale).

An official transcript is required from each institution of higher learning that the applicant has attended. Transcripts from institutions from which the applicant has received a degree must show the date of graduation and the degree granted. Students still in the process of completing an undergraduate degree at the time that they apply to the Seminary may submit a current official transcript. An official final transcript showing the degree granted and date of graduation must then be submitted by the end of the first semester of study at MABTS.
Undergraduate students who are within eight semester hours of graduation from college may be allowed, with faculty permission, to enroll concurrently in the Seminary for a maximum of one semester while completing their baccalaureate degree, provided that all other admission requirements are met.

Minimum Age

All applicants to any master degree program must be at least twenty years old by the time of their first registration.

Conditional Admission

The Seminary may require students to make up serious deficiencies in their undergraduate studies. All exceptions to published admission requirements must be approved by the faculty upon recommendation of the Admissions Committee. In such cases an applicant will be granted conditional admission. During this period, students are subject to the same limitations as students under academic probation, described under Disciplinary Regulations in this catalog. Conditional admission will be removed after a student completes fifteen semester hours at the Seminary and keeps a grade point average of at least a C (2.0 on a 4.0 scale).

Non-Accredited Baccalaureate Institutions

Students are admitted from baccalaureate institutions that are not accredited by one of the regional accreditation agencies within the following guidelines:

1. Students must have a cumulative grade point average of at least 2.5 (on a 4.0 scale), and it is recommended that their degree should include at least sixty semester hours of liberal arts.
2. Not more than ten percent of the total enrollment in master-level programs may be made up of graduates from non-accredited institutions.
3. Student must have completed the work in resident study. In the case of students who receive their degrees from institutions that offer online baccalaureate degrees, such degrees must be accredited by one of the regional accrediting agencies. The Seminary faculty will consider each application on an individual basis.
4. The Seminary faculty must approve such applicants.
5. Approved students will be on academic probation during their first semester.

The Seminary does not discriminate against students who graduated from non-accredited institutions once they have been admitted.

Admission to the Doctoral Degree Programs

In addition to the Regulations Concerning General Admission, applicants for admission to the doctoral degree programs (doctor of ministry and doctor of philosophy) must meet additional requirements. Please refer to the Doctor of
Admission Procedure for New Students

Admission Classifications

A regular student is one who applies for admission to one of the ten degree programs offered by the Seminary. A special student is one who applies to take courses at the Seminary but does not intend to complete requirements for a specific degree. Both regular students and special students must fulfill all admission requirements for the academic level at which they intend to register for courses.

Application Requirements

The Admissions Committee considers for approval applicants whose files are complete. These sixteen items are described in detail in the following paragraphs:

1. Official Application Form with God-Controlled Life Statement
2. Application Fee (undergraduate and master programs: $35.00; doctoral programs: $50.00)
3. Autobiographical Statement
4. Photographs (two)
5. Health Record Form
6. Immunization Record Form (Northeast campus only)
7. Educational Transcripts
8. Pastoral Recommendation
9. Church Endorsement
10. Personal References (two)
11. Credit Reference
12. Background Check Authorization
13. Miller Analogies Test (DMin and PhD programs)
14. Essay (DMin program only)
15. Major Field Research Paper (PhD program only)
16. PhD Questions (PhD program only)

Official Application Form with God-Controlled Life Statement

Application is made on an official form furnished by the admissions counselor or downloaded from www.mabts.edu. Along with the Official Application form, applicants answer questions acknowledging a commitment to God-controlled living over the previous twelve months. The information requested must be provided completely and accurately. It is best for the Admissions Department to receive these forms at least thirty days before registration. (See Doctor of Ministry and Doctor of Philosophy sections for information regarding doctoral applications.)
8. To enable the participant to acquire a sensitivity for the needs of society, thus preparing the participant for excellence in ministry leadership in a complex and changing world.

**Modified Cohort System of Study**

A cohort system of study operates on the principle that groups of people who share a common goal or experience are better able to learn and to finish a course of study within a defined period. Building on that principle, the system of study employed by the DMin program at Mid-America Baptist Theological Seminary consists of a modified cohort system designed to take three years to finish, with a five-year maximum.

The modified cohort system will operate as follows. Prior to entry into the Program, every student must take Graduate Research & Writing (offered in January and June). Upon satisfactory completion of the course and all the prerequisites required for admission, the student will receive an acceptance letter and will begin seminar work in September of the same year. From that point on, the student will follow the prescribed curriculum according to one of three tracks, practical theology: pastoral ministry/biblical counseling/expository preaching, missions: North American/international, or Christian education.

**Cohort System Advantages**

By utilizing the modified cohort system various advantages accrue:

- Ensures interaction with teachers from various fields of study.
- Allows for interaction between students in various fields of study (core courses involve students from all three tracks).
- Serves to provide built in incentives for members to finish together.
- Promotes camaraderie and fellowship within the specialty cohort groups while still allowing for interaction with students in other tracks.
- Increased numbers in the seminars provides for a wider variety of inputs from the students, enhancing the learning environment.
- Both on-campus and online offerings for the international missions track provides flexibility and convenience for overseas students.

**Admission Requirements and Procedure for the Doctor of Ministry Program**

**Undergraduate Degree Requirements**

Applicants must have a bachelor of arts degree or its equivalent from an accredited college or university. Any exception must be approved by the Doctor of Ministry Committee.
Seminary Degree Requirements

Applicants must have completed the master of divinity degree or its equivalent from an accredited institution. Other two-year master’s programs may be considered, but the applicant must complete the master of divinity required courses of the Seminary to enter the program. In such cases, the Seminary does not grant the master of divinity degree but establishes its equivalency. An applicant must have maintained an average of 3.0 on a scale of 4.0 in his master of divinity or equivalent work.

Field Experience Requirements

Applicants must have two years of ministry experience. Any exception must be approved by the Doctor of Ministry Committee.

International Students

The DMin program does not fulfill the residential requirement of an F-1 Visa. Applicants from international seminaries offering the master of divinity or its equivalent may be admitted to the doctor of ministry program on the same basis as students from national seminaries, provided they score a minimum of six hundred on the paper-based TOEFL examination or one hundred on the internet-based TOEFL. Refer to Admission Procedure for International Students in this catalog.

The Procedure for Admission to the Doctor of Ministry Program

An applicant must complete all procedures and requirements for approval by the Seminary's Doctor of Ministry Committee. Applicants will receive notice of approval from the dean of the DMin program. The application must be complete and approved by May 1 to enter the program in the fall.

Applicants must perform satisfactorily on the Miller Analogies Test to demonstrate competency to function at the graduate level. The Miller Analogies Test can be taken at any of the regional testing centers. Evaluation of test results is consistent with the practice of similar educational institutions and is in conformity to performance scales published in the Miller Analogies Test Manual and corroborating research reports. The MABTS code number, 1750, must be used to report Miller Analogies Test Scores.

Essay

An applicant must submit a ten-page essay which includes the following components:

1. Three pages of autobiography;
2. One page giving a brief personality sketch;
3. Two pages describing the applicant's vocational experience and ministry intentions; and
4. Four pages relating to the applicant's personal view of Christian ministry.
The essay is to be written in accordance with *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed., by Kate Turabian (Chicago: University of Chicago Press, 2013).

**Conditional Admission**

An applicant may be admitted on a conditional basis for the first year of study in the doctoral program at the discretion of the Doctor of Ministry Committee. The dean of the DMin program will notify the applicant of the reasons for any conditional status, specify any requirements that must be fulfilled, and state any limitations to be imposed upon the projected seminar load. Students admitted conditionally are evaluated at the conclusion of the first year of study, and the Doctor of Ministry Committee governs the student's continuance in the program. Exceptions to the published admission requirements for the doctor of ministry program must be approved by the faculty.

**Time Limit for Approved Applicants**

Applicants for the doctor of ministry program who do not enroll in a seminar within one year from the date of approval must submit a new application to the program.

**Completion Requirements for the Doctor of Ministry Program**

**Completion Time and Continuous Enrollment**

The degree requires thirty-two semester hours of doctoral-level work above the master of divinity or its equivalent. The student must complete a two hour Graduate Research & Writing seminar, 6 four-semester hour seminars, plus the major project (six-semester hours of credit). The program is designed to be completed in three years with a five year maximum. Continuous enrollment is required.

Student will take three seminars (twelve-semester hours) during a twelve month period. A load of twelve semester hours per year is considered full-time status for loan verification or for Department of Veterans Affairs purposes.

**Doctor of Ministry Courses**

Each seminar in the doctor of ministry program has the following three components:

1. Preseminar reading of a minimum of two thousand pages from a seminar bibliography provided to the student at the time of preregistration;
2. A one-week intensive seminar; and
3. A postsession project which applies the theory of the reading and seminar sessions in the student's ministry setting.

**The Major Project**

In addition to the completion of 24 semester hours of seminar work, students must complete a major project. The major project is a supervised ministry project, which
Interruption of Study

An interruption of study status may be requested when a student experiences a natural disaster or major medical problem, (i.e., death in the family, major illness, cancer treatment, etc.). Interruption status can only be granted by the Doctor of Ministry Committee. It will not be granted for minor illness.

Acceptable Grades

Only course work with a grade of B or above (3.0 on a scale of 4.0) will satisfy the requirements for this degree. If a student receives a B- in the course, the student need not retake the seminar but may be assigned remedial work by the professor that will, upon successful completion, bring the student’s grade to a B (90). If the grade in two seminars is lower than B, the student will not be allowed to continue in the program.

Cohort System Academic Calendar/Curriculum

The seminar schedule below provides a visual perspective of the entire DMin Program.

Seminar Schedule for September 2014 Cohort

Practical Theology Track (Pastoral Ministry)

- June 9–11, 2014: Prerequisite: Graduate Research & Writing
- September 22–26, 2014: Relationships/Spiritual Formations (DM 8620)
- January 12–16, 2015: Administration/Finance (DM 8720)
- April 13–17, 2015: Advanced Pastoral Ministry and Care (DM 8200)
- September 21–25, 2015: Leadership Development (DM 8150)
- January 11–15, 2016: Interpretation and Preaching (DM 8100)
- April 11–15, 2016: North American Church Growth (DM 8250)

Practical Theology Track (Expository Preaching)

- June 9–11, 2014: Prerequisite: Graduate Research & Writing
- January 12–16, 2015: Administration/Finance (DM 8720)
- April 13–17, 2015: History of Preaching (DM 8115)
- September 21–25, 2015: Leadership Development (DM 8150)
- January 11–15, 2016: Interpretation and Preaching (DM 8100)
- April 11–15, 2016: Contemporary Preaching (DM 8121)

Practical Theology Track (Biblical Counseling)

- June 9–11, 2014: Prerequisite: Graduate Research & Writing
- June 16–20, 2014: Theology of Counseling and Critical Stages (DM 8872)
- June 23–27, 2014: Counseling Theories and Issues (DM 8873)
Graduate-Level Teaching

The doctor of philosophy program seeks 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

The doctor of philosophy program seeks to prepare students for the assumption of specialized pastoral leadership in the church, in missions, and/or in administrative leadership in the denomination.

Admission Requirements and Procedure for the Doctor of Philosophy Program

General Qualifications

The doctor of philosophy is the highest academic degree offered by the Seminary. The program is reserved for students of exceptional academic ability and promise. Students must demonstrate an understanding of the basic techniques of scholarly research and writing, as well as an ability to communicate through effective teaching. They must be committed to the program and demonstrate that they are willing to fulfill the time requirements and the disciplinary standards that are required for distinguished scholarly achievement. Students’ health, finances, and outside responsibilities must be within such a level of tolerance that they are not unduly distracted from reasonable pursuit of the demands of the program. Read the Regulations Regarding Female Students section in this catalog.

Undergraduate Degree Requirements

Applicants must have a Bachelor of Arts degree or its equivalent from an accredited college or university, including sixty semester hours of liberal arts content. Any exception must be approved by the Doctor of Philosophy Committee.

Seminary Degree Requirements

Applicants must have a master of divinity degree or its equivalent from this Seminary or from another accredited seminary which has comparable language requirements. Students must have maintained in their master of divinity work or its equivalent to a 3.0 grade point average (on a 4.0 scale) or better. Any exception must be approved by the Doctor of Philosophy Committee.

Biblical Language Requirements

All applicants must have completed a minimum of six semester hours of Greek and six semester hours of Hebrew. However, if the major field of study is to be in New Testament, the student is required to have completed an additional nine
semester hours of advanced Greek. If the major field of study is to be Old Testament, the student is required to have completed an additional nine semester hours of advanced Hebrew courses. The Doctor of Philosophy Committee reserves the right to administer preliminary language exams and/or require language instruction in any case in which it is deemed expedient.

**Graduate Research & Writing Course (DR 9910)**

Either before or during the first year of doctor of philosophy study, candidates for the doctor of philosophy degree must complete for credit the course designated Graduate Research & Writing (DR 9910) in order to demonstrate proficiency in research and writing. Equivalent work from another recognized institution may be accepted in fulfillment of this requirement at the discretion of the Doctor of Philosophy Committee. A prospective PhD student who is a master of divinity, master of missiology and intercultural studies, master of Christian education graduate, or last year MDiv/MMICS/MCE student may be allowed, with permission from the Doctor of Philosophy Committee, to enroll in this course.

**Graduate Teaching Course (DR 9920)**

Candidates for the doctor of philosophy degree must complete for credit the course designated Graduate Teaching (DR 9920) which is designed to aid students in their proficiency in teaching. Equivalent work from another recognized institution may be accepted in fulfillment of this requirement at the discretion of the Doctor of Philosophy Committee. A prospective PhD student who is a master of divinity, master of missiology and intercultural studies, master of Christian education graduate, or last year MDiv/MMICS/MCE student may be allowed, with permission from the Doctor of Philosophy Committee, to enroll in this course.

**Graduate Research Methodology (DR 9921)**

Candidates for the doctor of philosophy in education degree must complete for credit the course designated Graduate Research Methodology (DR 9921) which is designed to aid students in their proficiency in social science methodology. Equivalent work from another recognized institution may be accepted in fulfillment of this requirement at the discretion of the Doctor of Philosophy Committee. A prospective PhD student who is a master of divinity, master of missiology and intercultural studies, master of Christian education graduate, or last year MDiv/MMICS/MCE student may be allowed, with permission from the Doctor of Philosophy Committee, to enroll in this course. This course may be used as a substitute for one classical or modern language requirement.

**International Students**

Students from an international seminary offering the master of divinity or its equivalent may be admitted to the doctor of philosophy program on the same basis as students from national seminaries if they meet all requirements and pass the
qualifying examinations. Refer to Admission Procedure for International Students in this catalog.

The Procedure for Admission to the Doctor of Philosophy Program

Application for admission into the doctor of philosophy program is processed through the Doctor of Philosophy Committee. (Applicants must submit an application to the Doctor of Philosophy Committee on a form which may be obtained from the office of the dean of the PhD program.) A non-refundable admission fee of $50.00 must accompany the application form. The application must be submitted by February 15 in order to begin seminar work in August and by September 1 to begin seminar work in January. Students are not fully admitted into the doctor of philosophy program until written acceptance is issued by the dean of the PhD program.

Miller Analogies Test

Applicants must perform satisfactorily on the Miller Analogies Test to demonstrate competency to function at the graduate level. This test can be taken at any of the regional testing centers in the United States. The results of the test are to be in the PhD office by February 15 for August enrollment and September 1 for January enrollment. Evaluation of test results at Mid-America Baptist Theological Seminary is consistent with the practice of similar educational institutions and is in conformity to performance scales published in the Miller Analogies Test Manual and corroborating research reports. With the approval of the PhD Committee, the Miller Analogies Test may be waived for an applicant who has already taken the GRE (Graduate Record Examination) and made an acceptable score. The MABTS code number, 1750, must be used to report Miller Analogies Test Scores. Miller Analogies Test scores will be valid for five years.

English Language Requirement

Applicants to the doctor of philosophy degree program whose indigenous language is not English must score at least six hundred on the paper-based Test of English as a Foreign Language (TOEFL) or one hundred on the Internet-based TOEFL. This examination must be completed not more than two years before admission to the Seminary. Exceptions to this requirement must be approved by the Doctor of Philosophy Committee. International students are not required to take the Miller Analogies Test.

Major Field Research Paper

Applicants are required to write a twenty to twenty-five page research paper on a departmentally selected subject from their major field. The paper is designed to probe the student’s general theological or educational background in their area of study and to test their ability to organize their thoughts and express themselves logically, clearly, and in good English form. Applicants will write their papers in conformity to the form and style guidelines set forth 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 major field research paper is due in the PhD office by February 15 for August enrollment and September 1 for January enrollment.
Written Major Field Essay Examination

Applicants must take a written essay examination covering the general scope of their major field. This examination occupies one day of no more than four hours and is designed to test the student’s overall comprehension of the major issues in his designated field. (Refer to the Schedule of Academic Dates for the doctor of philosophy program in the Seminary calendar.)

Major Department Interview

Applicants are required to have an interview with the faculty members who comprise their major department to discuss their previous academic preparation and future goals in the context of their declared field of concentration in the doctoral program. Arrangements for this interview are made by the chairman of the respective department. (Refer to the Schedule of Academic Dates for the doctor of philosophy program in the Seminary calendar.)

Doctor of Philosophy Committee Interview

Applicants who are not graduates of Mid-America Baptist Theological Seminary must have an interview with the Doctor of Philosophy Committee. In special circumstances, a Mid-America graduate may also be required to have an interview with the Committee. The interview discusses the applicant’s prior academic training and practical experience, their purpose for pursuing the doctor of philosophy degree, and their intended utilization of the degree in future vocational commitment. The interview must be held by May 1 prior to entry into the program in August or by October 1 for entry into the program in January. Appointments should be confirmed at the office of the dean of the PhD program.

Remedial Work in the Major Field

The Doctor of Philosophy Committee reserves the right to require any student to supplement deficiencies in preparation in their major field of study by taking for credit courses from the master of divinity curriculum, in addition to their required doctoral seminars. A student may be required to audit certain master of divinity courses as a means of maintaining awareness of current developments in their field. Doctor of philosophy students who audit or take for credit master of divinity courses are required to follow the procedure for proper registration each term.

Conditional Admission

At the discretion of the Doctor of Philosophy Committee, an applicant may be admitted on a conditional basis for the first year of study in the doctoral program. The dean of the PhD program provides written notification to advise the student of the reasons for the conditional status, to specify any requirements which he must fulfill, and to state any limitations to be imposed upon his projected course load. The student is reevaluated at the conclusion of his or her first year of study, and the student’s major department makes recommendation with regard to the conditions governing his or her continuance in the program. Any exception to the published admission
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
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