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Introduction

This handbook’s design is to assist the doctor of ministry student throughout his program of study. It contains information necessary to the administration of the program. All doctor of ministry students are strongly encouraged to read carefully each section of the handbook.

Policy of Nondiscrimination Toward Students

Mid-America Baptist Theological Seminary admits all students of any race, color, or national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

The Seminary does not discriminate on the basis of race, color, or national ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

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 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.
Regulation 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 conviction: “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.

**Accreditation**

Mid-America Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4907, telephone number 404-679-5401) to award associate, master, and doctoral degrees.

**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 desire is to be achieved by:

1. Teaching the Bible as the verbally inspired Word of God, wholly without error as originally given by God, sufficient as our infallible rule of faith and practice;

2. Maintaining high academic standards and promoting reverent scholarship;

3. Teaching that people should be faithful in the Lord’s service through the local church;

4. Demonstrating the fruit of the Spirit as His gifts are exercised; and

5. Training people to do evangelism at home and abroad.

Educational Objectives of the Doctor of Ministry Program

The doctor of ministry program is expected to accomplish the following objectives:

1. To enable the participant to develop a theology of ministry which is responsive to the leadership of God and the needs of the church or ministry in which he serves;
2. To satisfy the demand for continuing education in ministry;

3. To renew the personal life of faith and servanthood of the participant;

4. To stimulate continued growth on biblical and theological foundations;

5. To develop skills that facilitate intellectual inquiry, creativity, and critical thinking;

6. To enable the participant to communicate the truth of God’s Word effectively with greater competency in the total practice of ministry;

7. To enable those serving in mission ministries to gain competence in the practice of mission ministries; and

8. To enable the participant to acquire a sensitivity for the needs of society, thus preparing him for excellence in ministry leadership in a complex and changing world.

The Dean of the Doctor of Ministry Program

The dean of this program is appointed by the president of the Seminary and he administers the doctor of ministry program. The current dean is Dr. Matt Akers.

The Doctor of Ministry Committee

2014-2015 Academic School Year
Dr. Matt Akers (Chairman)
Dr. Jere Phillips
Dr. Tim Seal (ex-officio)
Dr. Brad Thompson
Dr. Steve Wilkes
Student Status

All admission requirements to Mid-America Baptist Theological Seminary and to the doctor of ministry program must be met prior to enrollment in any course in the doctor of ministry program. Any exception to this policy must be approved by the dean of the doctor of ministry program and the doctor of ministry committee.

A credit student is one who has been accepted into the program by the doctor of ministry committee or is currently enrolled in a doctor of ministry program at another institution and is seeking to fulfill degree requirements. The charge per four-hour seminar for a student enrolled in a doctor of ministry program at another institution is $850.00. The student must go through the admissions office and complete the registration process.

A non-credit student may attend a doctor of ministry seminar only if he is a master of divinity graduate in full-time ministry or is the professional peer of a credit student. The fee for a non-credit student is $200.00. He may be admitted on a space-available basis and must complete pre-course assignments as determined by the professor of record (usually one-half the reading assignments plus completion of all other pre-session assignments). The spouse of a credit student may attend the session at no additional fee.

Student Responsibility

In order to demonstrate competence in self-supervision, he doctor of ministry student shall be solely responsible for meeting deadlines and the completion of assignments. The student is also solely responsible for selecting, proposing, conducting, and reporting on the major project. In this process, the candidate may seek counsel from any source.

Note: All work is submitted directly to the Doctor of Ministry office, NOT to the professor.
Practical Missions

Every student enrolled at Mid-America Baptist Theological Seminary must meet practical missions requirements. Practical missions for a seminar begin thirty days prior to, and extend until the date that the post-seminar paper or project is submitted to the doctor of ministry office. Each doctor of ministry student is required to witness to an average of one person per week.

Note: Credit for any seminar or the major project will be given only when the student maintains practical missions requirements.

On the first day of each seminar, each student is provided with a practical missions report form. This form must be submitted with the post-seminar paper. In the event of a seminar presentation, the form must be submitted during the week the student is attending the seminar.

Practical missions for the major project begin at prospectus approval, and extend until the final submission date of the project. The practical missions report for the project is due at the final submission of the project.

Although students must maintain continuous enrollment in the program, they are only required to turn in practical missions reports during seminar enrollment and at the final submission of their project.

The time span for each seminar is usually thirteen weeks. (This includes pre-session reading, the one week on-campus intensive session, and the post-session paper or project). The time span for the major ministry project is normally four to twelve months.

Note: All questions concerning practical missions should be directed to the Doctor of Ministry office.
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, students must take Graduate Research & Writing (G. R. & W. offered in January and June). Upon satisfactory completion of the G. R. & W. course and all the prerequisites required for admission, students will receive notification of their acceptance and will begin seminar work in September of the same year. Then, students will follow the prescribed curriculum according to one of three tracks, practical theology: pastoral ministry, expository preaching, biblical counseling; 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 provide for a wider variety of inputs from the students enhancing the learning environment.

• Both on-campus and online offerings for the international missions track provide flexibility and convenience for overseas students.

Overview of the Doctor of Ministry Curriculum

Graduate Research and Writing 2 hours
Functional Major (six seminars) 24 hours
Major Project 6 hours
Total 32 hours

Graduate Research & Writing

A prospective doctor of ministry student must complete this course before beginning seminars in order to demonstrate proficiency in research and writing. Graduate Research & Writing can be taken in January or June prior to fall enrollment. Equivalent work from another recognized institution may be accepted in fulfillment of this requirement at the discretion of the doctor of ministry committee.

DMin orientation will take place on Monday at the beginning of this course.

Graduate Research & Writing must be satisfactorily completed before other seminars are taken. Any exception must be approved by the dean of the program.
The Functional Major

Practical Theology Track

The practical theology track consists of three functional majors: pastoral ministry, expository preaching, and biblical counseling. Core courses for pastoral ministry and expository preaching include the following:

DM 8620—Relationships/Spiritual Formations
The first section examines interpersonal relationships and offers biblical and practical strategies for relationship building and conflict resolution among families and peers. The second section examines primary areas of ministry stress and the personal formation, development, cultivation, and nurturing of a personal walk with God.

DM 8720—Administration/Finance
The first section of the seminar examines the elements of administrative responsibilities for the pastorate and the mission field. This will include program and project planning, hiring of staff, selection of team members, time management, delegation, management of non-profit entities, supervision and developing job descriptions. The second section will include budget planning and budget management, capital campaigns and the issues that drive the budget.

DM 8100—Interpretation/Preaching
This seminar focuses on the task of preaching the Word of God. It assumes that preaching correctly comes only from understanding the Word correctly. Accordingly, the seminar has two focuses: hermeneutics and homiletics. The hermeneutics component has a threefold emphasis; a brief synopsis of the history and basic issues in interpretation, a survey of contemporary issues in interpretation, and a thorough discussion of proper principles and methodologies involved in interpretation. The goal is to preach biblical passages in a manner consistent with God’s intent. The homiletics component
deals practically with sermon preparation and delivery in the light of the hermeneutical reference points. Specific texts are analyzed, and sermon guidelines are discussed. This component emphasizes the communication and application of the Word of God today.

DM 8150—Leadership Development
This seminar focuses on pastoral leadership. Special attention is given to leadership theory, leadership roles, personal leadership development, and equipping leaders. Individuals who excel in specific leadership and administrative areas are used as team teachers.

The last two seminars will be individualized. Students who are enrolled in pastoral ministry will take the following:

DM 8200—Advanced Pastoral Ministries and Care
The purpose of this seminar is to provide an increased understanding in the field of pastoral care. Emphasis is given to pastoral care as a ministry of teaching, preaching, and counseling. The seminar integrates biblical, historical, and psychological perspectives in pastoral understanding and care of persons.

DM 8250—North American Church Growth
This seminar focuses primarily on evangelism from a church growth perspective. Methodologies which are currently producing church growth are presented and evaluated. Models of evangelistic ministry are examined.

Students who are enrolled in expository preaching will take the following:

DM 8115—The History of Preaching
The goal of this seminar is to provide a historical overview of preachers and preaching. Particular emphasis will fall upon the spiritual lives of great preachers and their homiletical works.
DM 8121—Contemporary Preaching
This seminar seeks to provide the student with an overview of contemporary preachers and their methods of preaching. Students will learn some of the latest means and methods of preparing and delivering sermons.

Students who are enrolled in biblical counseling track will take the following:

DM 8871—An Introduction to Nouthetic Counseling
This seminar is a foundational course dealing with the need for and the fundamentals of biblical counseling. Attention will be given to an understanding of what nouthetic counseling means and how it differs from the prominent secular and religious counseling models. In addition, the course will address the key elements of the counseling process including data gathering, questioning, homework, giving hope, methods of change, and the role of the Holy Spirit in counseling. Other topics include the sufficiency of Scripture, self-esteem, and counseling failure.

DM 8872—The Theology of Counseling and Critical Stages
This seminar will deal with the importance of sound theology as it relates to the counseling process. The class will survey the entire scope of theology as it relates to counseling issues and process. The importance of solid exegesis and hermeneutics will also be discussed. Additionally, students will examine the process of training others to be biblical counselors.

DM 8873—Counseling Theories and Issues
The seminar will begin with an overview of the history and current state of the modern biblical counseling movement. Included will be a survey and critique of many Christian counseling teachers, philosophies, and organizations with a special focus on the dangers of integrating secular psychological concepts. Other topics will include legal
issues in counseling, counseling in the local church, evaluating counseling resources, the value and process of certification in biblical counseling, and the critical stages in the progression of typical counseling cases.

**DM 8874—Marriage and Family Counseling**
The seminar consists of an examination of the biblical concept of marriage and the specific Scripture passages that relate. The student will be challenged to lead couples to biblical solutions to marriage conflict. Specific topics include communication, the purpose of marriage, gender roles, the sexual relationship, adultery, finances, raising children, and the dynamics of counseling couples. In addition, the course will include a study of the relevant Scripture passages dealing with the issue of divorce and remarriage with the goal of leading the student to a biblical view of the issue and an application of that view to counseling situations. The course concludes with an examination of specific counseling cases in a church setting.

**DM 8620—Relationships/Spiritual Formations**
The first section examines interpersonal relationships and offers biblical and practical strategies for relationship building and conflict resolution among families and peers. The second section examines primary areas of ministry stress and the personal formation, development, cultivation, and nurturing of a personal walk with God.

**DM 8820—Change, Power, and Conflict**
This seminar focuses on methods and approaches for effectively managing change, power, and conflict within the context of the local church, which will include a study of the effects of change on people and the church. Ways to diffuse the negative reactions people have to change will also be discussed to help leaders make needed changes without raising resistance or conflict. The issue of power will also be explored so church leaders better understand
the people dynamics within a church that drive it. Biblical ways of responding to and handling conflict will also be discussed.

Missiology Track

There are two functional majors in the missiology track of the doctor of ministry program: international missions and North American missions. Core courses for both functional majors include the following:

DM 8620—Relationships/Spiritual Formations
The first section examines interpersonal relationships and offers biblical and practical strategies for relationship building and conflict resolution among families and peers. The second section examines primary areas of ministry stress and the personal formation, development, cultivation, and nurturing of a personal walk with God.

DM 8720—Administration/Finance
The first section of the seminar examines the elements of administrative responsibilities for the pastorate and the mission field. This will include program and project planning, hiring of staff, selection of team members, time management, delegation, management of non-profit entities, supervision and developing job descriptions. The second section will include budget planning and budget management, capital campaigns, and the issues that drive the budget.

DM 8470—Advanced Church Growth/Church Planting
The first section investigates the major concepts and essential principles of church growth thinking. This includes multi-individual conversion, the harvest principle, sociological influences on church growth, and the movement of God in church growth. The second section examines strategies and methods of planting indigenous churches.
DM 8150—Leadership Development
This seminar focuses on leadership. Special attention is given to leadership theory, leadership roles, personal leadership development, and equipping leaders. Individuals who excel in specific leadership and administrative areas are used as team teachers.

The last two seminars will be individualized according to functional major.

Students who are enrolled in international missions will take the following:

DM 8420—Missionary Principles and Practices/Issues in Missiology
The first section studies the elements of life and work on the mission field. Special attention is given to developing contextualized models of ministry to meet the changing paradigms of missions in the twenty-first century. The second section examines current issues and global trends that impact missions theory, methodology, and strategy.

DM 8570—Cultural Anthropology
This seminar is an introduction to the basic concepts of cultural anthropology that have practical relevance to effective missionary communication of the gospel in a culturally heterogeneous world. The course examines marriage, family, and kinship structures, authority and decision-making structures; status, role and function; the life cycle and rites of passage; and other factors relevant to meaningful public confession of Christ and church membership in traditional societies. Special attention is given to the significant features of animism and traditional folk religions, with a focus upon the manner in which traditional religious expressions underlie and permeate even the more developed formal religions such as Islam, Hinduism, and Buddhism. It is designed to equip practicing cross-cultural missionaries for more effective evangelism and church development among un-reached people groups.
Students who are enrolled in North American missions will take the following:

**DM 8410—Missions Administration and Supervision**
Designed to help students prepare for or enhance ministry in denominational missions ministry, this seminar examines principles of administration of missions programs and supervision of volunteers and missions personnel in a missions setting. It primarily addresses the role and ministry of the associational director of missions and missions leadership in a state convention. Interagency relationships, especially related to national missions agencies such as the North American mission Board, are included in the study.

**DM 8250—North American Church Growth**
This seminar focuses primarily on evangelism from a church growth perspective. Methodologies which are currently producing church growth are presented and evaluated. Models of evangelistic ministry are examined.

**Christian Education Track**

**DM 8620—Relationships/Spiritual Formations**
The first section examines interpersonal relationships and offers biblical and practical strategies for relationship building and conflict resolution among families and peers. The second section examines primary areas of ministry stress and the personal formation, development, cultivation, and nurturing of a personal walk with God.

**DM 8720—Administration/Finance**
The first section of the seminar examines the elements of administrative responsibilities for the pastorate and the mission field. This will include program and project planning, hiring of staff, selection of team members, time management, delegation, management of non-profit entities, supervision and developing job descriptions. The second section will include budget planning
and budget management, capital campaigns and the issues that drive the budget.

**DM 8820—Change, Power, and Conflict**
This seminar focuses on methods and approaches for effectively managing change, power, and conflict within the context of the local church. This will include a study of the affects of change on people and the church. Ways to diffuse the negative reactions people have to change will also be discussed to help leaders make needed changes without raising resistance or conflict. The issue of power will also be explored so church leaders better understand the people dynamics within a church that drive it. Biblical ways of responding to and handling conflict will also be discussed.

**DM 8150—Leadership Development**
This seminar focuses on pastoral leadership. Special attention is given to leadership theory, leadership roles, personal leadership development, and equipping leaders. Individuals who excel in specific leadership and administrative areas are used as team teachers.

**DM 8160—Interpretation/Teaching**
This seminar focuses on the task of teaching the Word of God. It assumes that teaching correctly comes only from understanding the Word correctly. Accordingly, the seminar has two focuses: hermeneutics and homiletics. The hermeneutics component has a threefold emphasis: a brief synopsis of the history and basic issues in interpretation, a survey of contemporary issues in interpretation, and a thorough discussion of proper principles and methodologies involved in interpretation. All of this is done with a view to teaching biblical passages in a manner consistent with God’s intent. The homiletics component deals practically with lesson preparation and delivery in the light of the hermeneutical reference points. Specific texts are analyzed, and lesson guidelines are discussed. This component emphasizes the communication and application of the Word of God today.
DM 8170—Development and Administration of Education Ministry
This seminar focuses on the development and administration of educational programs within the local church. Special attention is given to the role of education leadership in promoting the growth of the church, approaches to leadership theories, roles, ministries, and training, development of church staff, selection and development of education curriculum, and administrative organization, organization paradigms, and program implementation in the different stages of church growth. Consideration is given to qualifications and duties of staff members, to staff relationships, to the place of each staff member in carrying out the functions of the church, and to choosing curriculum that aids teachers in an effective Bible teaching ministry.

Doctor of Ministry Seminar Requirements

Each seminar has the following three components:

1. A reading assignment which must be completed prior to attending the seminar. A minimum of 2,000 pages will be read from a selected book list provided by the instructor of record for the seminar. The reading list will be provided to the student from the DMin office upon registration.

   Every student must prepare for the seminar by reading and submitting reading reports on the first day of each seminar. These reading reports are required. Some professors may require the reports earlier. In such cases the professor will notify the student of the requirement prior to the intensive classroom period.

   At the discretion of the instructor, a pre-session assignment may be required. This information will be contained in the seminar syllabus.
2. A one-week intensive classroom period. Each intensive session begins at 1:00 p.m. on Monday and from 8:00 a.m. to 4:00 p.m. Tuesday through Friday. Hours may vary with each intensive session depending upon the professor of record. Each intensive seminar carries four semester-hours of credit.

3. A post-session written project is required in which the student makes application of the reading or intensive session material to his ministry setting.

Completion time for the post-session project is sixty days.

The post-session project is due sixty days after completion of the seminar. A request for an extension must be submitted in writing to the dean and the professor of record. The student will receive the grade of F if the paper is not received within the sixty days time frame (unless an extension is granted).

The post-session written project will follow A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, Eighth Edition, and the Seminary supplement. Quality Research Papers for Students of Religion and Theology by Nancy Jean Vyhmeister has also been adopted by the doctor of ministry committee. It is based on Turabian’s eighth edition. The length will be determined by the professor, but an average body of twenty-six to forty double-spaced pages of material is expected. No grade will be given until this project has been received and approved.

All work for any seminar must be completed before the student can attend another session. This includes the reading reports and the practical missions requirements. Any exception must be approved by the dean of the doctor of ministry program.

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 90 (B).

If the student does not complete the work necessary by the appointed time or the extended deadlines, a grade of F will be assigned on his permanent record. No credit hours will be granted for that seminar. The student will be placed on academic probation. If two F’s appear on a student’s transcript for this or any other reason, the student will be terminated from the program.

Major Project

In addition to the completion of twenty-four semester hours of doctoral-level seminars, each student must either complete a ministry project, or a research project, which is counted as six semester-hours of credit. The time span for the major project is normally four to twelve months.

Option A. Ministry Project

The Developing of the Prospectus

The idea for the project takes shape in the context of consultation with the assigned advisor and other faculty members. (The advisor will be assigned at the beginning of the program no later than after the first seminar.)

Step 1. The project idea develops from self-examination, analysis of ministry needs, and consultation with the student’s advisor.

Step 2. An eight to ten page rough draft of the prospectus is then presented during the final seminar for challenge and evaluation by his advisor. This prospectus should include the following:
1. A rationale for the project, which identifies specific ministry needs to which the project relates, as well as the doctor of ministry course work on which the project is based;

2. A description of the ministry site in which the project will take place (i.e., geographical location, cultural setting, church or ministry setting, the student’s position or role, etc.);

3. A design for the project, including the strategy and time schedule for implementation (ordinarily from three months to one year in length);

4. An explicit strategy for congregational involvement in the project; and

5. Criteria for evaluation of the project after its completion.

Step 3. After input from his advisor, the student refines his prospectus and submits it to the DMin office for submission to the DMin committee for approval. The student should consult the faculty advisor for guidance and clarification during the entire process. The student should submit one copy of the prospectus (with synopsis, bibliography and table of contents) to the office of the doctor of ministry program for processing by August 1 in the year the student finishes their final seminar. Written approval by the committee should follow within thirty days.

The committee will (a) approve the prospectus, (b) suggest changes, or (c) reject it and call for another prospectus. The student may be invited to meet with the committee to defend or discuss his prospectus.

The Content of the Prospectus

Introduction and subject. The prospectus should begin with a brief introduction to the project and should include the following
information: how the student became interested in the idea; the academic and ministry background which prepared the student for the project; and a synopsis of the project, including a definition of terms.

The rationale for the project. The prospectus must describe the specific need(s) within the area of ministry with which the student will deal. The need should be significant, one which requires a creative approach in ministry. The causes and reasons for the need should be explained. What is the need to be met? What causes the need to exist? What is the problem?

Ministry focus. The prospectus should give a description of the setting, the needs, and the specific ministry situation which determines the nature of the project. Examples would be: a church growth project; training of the laity for ministry; renewal of the church; evangelism; discipling new Christians; youth outreach; a program of pastoral care; marriage and family enrichment, etc.

Objectives. The prospectus should determine objectives based upon the results expected at the conclusion of the project. The objectives should be defined in terms of the work which must be done to meet the need or resolve the problem. Include objectives regarding the development of personal skills in ministry. Objectives must be specific, measurable, and feasible. A prospectus that does not state specific, measurable, and feasible objectives will lead to a project which cannot be evaluated.

A creative plan of ministry. Describe the methods that will be employed to achieve objectives. Include a step-by-step chronological procedure and samples of surveys, report forms, tests and measurements, and other materials which will be used in the project. Describe the resources which are available for the performance of the project, such as special consultants, agencies, facilities, financial resources, institutions, and the like. Indicate expected obstacles of difficulties and how you propose to deal
with them. What plan of ministry can achieve the objectives. What resources are available and how will they be used.

Evaluation. The prospectus must discuss the means by which the student will critically evaluate the extent to which he has achieved his objectives. Include samples of tests, measurements, survey forms, or questionnaires the student intends to use. How is the achievement of the objectives to be evaluated?

Sources. The prospectus should list the books and resources the student plans to use. The final project report must contain a minimum of one hundred resources (books, journal articles, interviews, unpublished materials, etc.). The prospectus should contain at least fifty to sixty resources.

The Form of the Prospectus

The prospectus should demonstrate the student’s competence to communicate clearly, concisely, and in acceptable form. The style guide is *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, 8th Edition, and the Seminary-approved supplement.

The prospectus should be no more than eight to ten pages in length, exclusive of appendixes and sources consulted. The order of the page arrangement is:

a. First page: title page (the number does not appear on this page; see supplement)

b. Second page: table of contents (see supplement)

c. Third page: text (the first page of the text should be headed by Introduction, centered on line thirteen, which is two inches from the top of the page, with the page number at the top right corner)
The Performance and Report of the Ministry Project.

The ministry project may be started only after committee approval has been received. When this occurs, the student is advanced to candidacy status.

The usual time for the entire project is four months to one year. The final written report of the ministry project must be submitted according to the dates listed on the Submission Dates Calendar (see page 34).

When the performance of the project is completed, the written report of the project will be submitted to the doctor of ministry committee. Both the performance and the report must demonstrate a high level of professional competence.

1. The content of the project report.

   The report should be written in close consultation with the faculty advisor. His approval is necessary before the typing of the final draft of the report is begun. Prior to the first submission date, the faculty advisor will work with the student on a chapter-by-chapter basis.

   The report should contain:

   a. An introduction: a resume of the project idea as developed in the prospectus and a report of any preparation for the performance of the project which was made after writing the prospectus but before the beginning of the performance;

   b. A perceptive and competent reporting of the project performance in chronological sequence;

   c. A critical evaluation of the performance in relation to the objectives set forth in the prospectus. This should include: (a) theological reflection i.e., a restatement of
the theological themes which form the project in light of new insight which has come through critical reflection on the practice of ministry; and (b) discussion of the extent to which the objectives were reached and of the project as experienced in ministry.

d. A bibliography of sources consulted (a minimum of one hundred resources are required, and the report must interact with at least one-third this number in footnotes);

The report should be written in such a way that the nature of the project may be understood without reading the prospectus.

2. The form of the project report:

a. The report should display competence in communication, including correct grammar, spelling, form, clear organization, and understandable sentences. The student should use the third person singular in writing his report.

b. The report should be between one hundred and one hundred and fifty pages in length, excluding the appendixes and sources consulted.

c. The type for printing should be Times New Roman or Cambria 12 point font or a type approved by the committee. This includes the appendixes.

d. The left-hand margin (binding side) should be one and one-half inches; the other three margins should be one inch. The preliminary pages of the report should be numbered with small Roman numerals; the pages of the text should be numbered with Arabic numerals (see Supplement).
e. The typist should be experienced in typing graduate dissertations and reports for the Seminary.

f. The order of the page arrangement for the report is:
   - blank page
   - title page
   - blank page
   - table of contents
   - list of tables (if any)
   - text
   - appendix
   - sources consulted (bibliography)
   - blank page

The blank pages are to be added after the report is printed.

g. The report will be evaluated by the faculty advisor and two other readers; one reader is a member of the doctor of ministry committee and the other reader is a seminary faculty member.

h. A major project 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 projects to students for correction. Students may then resubmit their project after correcting these errors. If advisors find more than one hundred new errors or uncorrected errors in the second edition, student will be notified that they cannot resubmit until the next graduation date.

i. After the report has been approved, the student will deliver five copies of the project to the doctor of ministry office. Four copies must be produced on at least twenty-pound white 100% cotton paper, and one copy should be printed on regular bond paper.
It is the responsibility of the student to insure that the pages of the report are in proper order.

The library will retain one copy for reference, one copy will be on file in the doctor of ministry office, one copy is for the student and one copy is for the student’s advisor. There will also be a copy on file in the New York branch library.

*The final copies of the report must be submitted to the doctor of ministry office prior to the oral examination. Any exception to this policy must have the approval of the dean.*

j. The report is the property of Mid-America Baptist Theological Seminary. No report may be reproduced or substantially quoted except by specific permission from the faculty.

**Option B: Research Project**

Doctor of ministry students who wish to write a research project as the final project for their program of study may elect this option by submitting a research project prospectus to the doctor of ministry committee.

**Characteristics of the Research Project:**

1. The research project aims at producing a manuscript in the area of applied theology, ministry theory, and ministry practice which makes a contribution to the literature in the field, rather than focusing on a strategy and objectives for ministry in a more specific ministry setting. A doctor of ministry research project shall be an original product of research and writing which is undertaken for the purpose of the major project requirement of the doctor of ministry degree. It is directed by a faculty advisor who is assigned by the doctor of ministry committee.
2. There are three components that are required in a research project. They are biblical/theological study, survey of related literature, and research of other churches.

3. The advisor will provide evaluation and criticism on a work-in-progress basis. The student is responsible for following the direction of the advisor in the process.

4. The research project is written in a style and content appropriate to an audience of pastors, missionaries, or other ministry professionals while maintaining doctoral level scholarship through the use of extensive research in relevant literature, field sources, and critical thinking. The research project shall be produced in strict adherence to the Seminary’s form and style standards. It is expected that the research project will make a contribution to the literature in the field of practical theology, ministry, or applied missiology.

5. As an exercise in advanced study in ministry, the research project will require significant research and an adequate bibliography beyond those books read for the DMin seminars.

6. The typical length of a research project is 125–150 pages. The student should secure permission from the DMin committee if the project exceeds 200 pages.

7. Helpful information can be gleaned in chapters 14–18 of *Quality Research Papers* by Nancy Vyhmeister.

**Research Project Process**

1. The project idea develops from self-examination, analysis of ministry needs, and consultation with the faculty advisor. The student should consult the faculty advisor for guidance and clarification during the entire process.
2. The student then submits one copy of the prospectus (with synopsis, bibliography, table of contents, and project enrollment form, to the office of the doctor of ministry program for processing by August 1, 2014. Written approval by the committee should follow within thirty (30) days.

3. The committee will (a) approve the prospectus, (b) suggest changes, or (c) reject it and call for another prospectus. The student may be invited to meet with the committee to defend or discuss his prospectus.

The Content of the Prospectus:

1. *Title Page and Table of Contents.* A prospectus has a title page and a table of contents.

2. *Rationale.* Begin with the rationale for the project. This should explain how the student became interested in the idea, the academic and ministry background which prepared the student for the project, and a synopsis of the research project including a definition of terms.

3. *Synopsis.* The synopsis should show the background for the study, a brief survey of other contributions to the subject, the statement of the problem, issue, description of research, or program development. The method of research to be used should be explained. The question of what additional information will be added to the field of inquiry should be answered.

4. *Outline.* A detailed tentative outline must be presented. This outline should be prepared in close cooperation with the advisor. The tentative outline is an essential part of the prospectus.

5. *Bibliography.* Finally, a working bibliography must reveal sources already consulted. This will not be all the sources eventually used. It is tentative and subject to change.
6. Upon approval of the prospectus by the DMin committee, the student shall continue working closely with the faculty advisor throughout the process. Prior to the first submission date, the faculty advisor has the option to work with the student on a chapter-by-chapter basis.

7. The student shall submit his research project to the faculty advisor on or before the date stipulated by the doctor of ministry program submission process guidelines.

8. The faculty advisor will determine whether the research project meets academic standards. If the work is deemed adequate, the advisor will return a corrected copy to the student. The student will make corrections and resubmit the research project to the DMin committee, who will forward it to two readers.

9. The readers will assess the research project as to its content, form, and style. At any point, the work may be returned to the student for revisions or corrections, or the readers may recommend that the research project is not acceptable.

10. If the readers and the dean of the program all concur that the research project is acceptable in content, it will be returned to the student for final corrections and revisions.

11. After the report has been approved, the student will deliver five copies of the project to the doctor of ministry office. Four copies must be produced on at least twenty-pound white 100% cotton paper, and one copy should be printed on regular bond paper.

   It is the responsibility of the student to insure that the pages of the report are in proper order.

12. The report is the property of Mid-America Baptist Theological Seminary. No report may be reproduced or
substantially quoted except by specific permission from the faculty.

## Comprehensive Examinations

After the satisfactory completion of all seminars, students will participate in written comprehensive examinations. They will cover each of the seminars taken (reading, intensive session, and post-seminar written paper). The date of the examinations will be in July in the year the student finishes their final seminar. Students must pass at least three of these examinations on the first attempt. In cases of failure, students may retake a maximum of three of the examinations. If a second attempt is failed, the student must retake the seminar.

The student will be responsible for obtaining a proctor to administer the exams.

## Oral Examination

Upon completion of the major project, the student will participate in an oral examination. The oral examination will evaluate the following:

a. The adequacy of the project as an undertaking contributing to Christian ministry;

b. The degree of self-understanding and professional identity achieved by the student through the project; and

c. The student’s potential for professional competence in the practice of ministry.

They discuss the inception, justification, development, implementation, evaluation, and impact of their project. This professional and creative presentation is considered a major component in the overall grade of the project.
If the student fails to perform satisfactorily either in the presentation or defense of the major project, with the consent of the doctor of ministry committee, the student may have a second opportunity to submit an acceptable presentation or defense. In such a case the student may expect a delay in graduation.

Failure on the part of the student to follow the dates listed on the Submission Process Calendar could result in the postponement of the graduation until the next graduation service.

The student must maintain continuous enrollment during his tenure in the program. If the project requires an extension beyond the fifth year, permission from the DMin committee will be required.

**Advancement to Candidacy**

The student will be advanced to candidacy status after the satisfactory completion of the comprehensive exam, all academic course work, the approval of the prospectus for the Major Project, and the completion of any practical missions deficiencies.

The student must initiate the process of advancement by submitting the prospectus for the major project (DM 8950) through the doctor of ministry office. The dean of the doctor of ministry program will give a formal notice of advancement to candidacy when all requirements have been satisfied and the doctor of ministry committee has given approval.

**Completion Time**

The doctor of ministry degree will be completed in three years with a maximum of five years. A student may request an extension by submitting a written request to the dean of the doctor of ministry program. Continuous enrollment is required.
Graduation

Degrees are conferred and diplomas presented in May and December at the regular graduation ceremonies of the Seminary.

Expenses

Total tuition for the doctor of ministry degree is $7,260.00. The total will increase if the student prolongs his course of study beyond three years and as tuition rates change.

All payments will be accepted through FACTS, via E-Cashier. A scheduled enrollment time will be available in June. The FACTS payment contract will run for twelve months, from July through June. Until graduation, students will be required to enroll in FACTS each year. The annual amount due for the current catalog is $2,420.00. Included in the first annual balance is a $500 registration fee. If the registration fee has already been received prior to enrollment in FACTS the amount will be reflected in the balance due. Late registration must be approved by the doctor of ministry committee and coordinated through the business office for payment. For complete details regarding the FACTS Tuition Management Program please see the academic catalog.

The fees for the doctor of ministry program are:

Application fee $50.00
(Non-refundable fee that includes filing and processing of transcripts and admission materials.)

Non-credit student registration (per seminar) $200.00

Graduation fee $150.00
(This includes the rental of the academic gown, hood, and cap.)

Binding fee $150.00
(This fee will vary slightly according to the current charge for
binding. At the time of the final submission of the major project, the candidate must deposit sufficient funds to cover the cost of binding five copies and making a microfilm copy. Additional copies may be bound at cost if the applicant desires.)

Extension fee $450.00
(This fee is charged annually for extensions granted for the completion of major projects beyond the fifth year. An exception may be made for a person in active overseas military or missionary service. This charge is in addition to the monthly fee that will continue to be charged.)

Holds

When deadlines for papers or projects are not met by a student, a hold is put on the student’s academic file. The hold may affect the student’s grade unless there are extenuating reasons for not finishing the work. The hold prevents the student from attending another session until the hold is removed (the late paper or project is submitted and the practical missions requirements are met). It is at the discretion of the dean and the professor of record to determine if there are extenuating reasons for the delay in meeting the deadline. A student who receives a hold has up to twelve months from the intensive session to complete the work. A student who needs an extension beyond the twelve months must submit a petition in writing to the dean for distribution to the committee for approval.

Policy Concerning a Change of Ministry Position

Since the doctor of ministry program is considered a professional degree, the involvement of a student in a particular ministry is considered essential. In the event a student should leave a current ministry position while enrolled in the program, the student could remain enrolled for a period of one year while pursuing another ministry position. The student would be allowed to take
a maximum of two seminars during this time. If unable to return to a ministry position within the one-year period, the student would be allowed to drop back to another cohort or withdraw from the program without penalty.

Library

All library services are available to doctor of ministry students. After approval into the doctor of ministry program, contact the library to obtain your online journal username and password. Your student identification card allows you to (1) check out up to two hundred fifty books, (2) recheck books once a term, (3) and renew books by fax, mail, or e-mail.

Holds may be requested on any books checked out. The library will contact the other patron on your behalf if the book is needed immediately. Shortened checkout times may happen as needed.

As reminders, doctoral students are e-mailed notices before each doctoral due date. Details for rechecking are stated in the notices.

Doctoral students are allowed to recheck books the week of the due date. Fines will begin the Tuesday after that week with $100 being the maximum fine per term.

Materials being returned by mail should be insured. This allows for tracking of lost materials.

Do not send the seminar reading list when requesting books. The Library obtains a copy of all reading lists from the doctor of ministry office. Please make a list of the books you desire according to priority and submit it in person or by fax, mail, or e-mail.

Library staff to contact:

Mary Teed, Technical Assistant to the Director of Library Services: 901-751-3007
Seminary address:

2095 Appling Road  
P. O. Box 2350, Cordova, TN 38088-2350

Phone/Fax/E-Mail.

Seminary phone: 901-751-8453 or 1-800-968-4508  
Library phone: 901-751-3007  
Seminary fax: 901-259-0107  
Library email: mteed@mabts.edu

The Student’s Guide to the Ora Byram Allison Library is available in the library. This guide should answer most of your questions concerning the library.

Bookstore

The Seminary bookstore carries many of the books required for seminars. The bookstore does not stock all books on the reading lists. The bookstore manager will order books for doctor of ministry students at a ten percent discount. Books must be ordered directly from the bookstore, not the doctor of ministry office. The bookstore phone is 901-751-3003.

Housing and Meals

A limited number of sleeping rooms are available in seminary housing for a modest fee. If you prefer not to stay in housing, there are many fine motels convenient to the Seminary at reasonable rates. The doctor of ministry office does not guarantee placement in seminary housing. Students are responsible for all meals.

For information about housing and to reserve a room, please contact Campus Life at 901-751-3079 or campuslife@mabts.edu.
The student must submit a complete copy of the major project to the DMin department secretary. The project will be copied and turned over to the student’s advisor. During the month that the advisor has the project, he is free to work with the student on a one-on-one basis to make further corrections or revisions. All corrections and revisions must be returned to the DMin department secretary.

The dean of the doctor of ministry program will appoint two external readers to read and evaluate the project.

The external readers will forward the project to the DMin department secretary to be given to the dean of the doctor of ministry program with their corrections and written recommendations.

If the dean concludes, in consultation with the advisor, and the DMin committee, that the project is generally acceptable, it will be returned to the student for final corrections that have been noted by all readers.

The student will return one copy of the corrected project to the DMin department secretary on regular bond paper (he will also return the two copies marked for corrections by the readers.) The dean will once again review the project and will notify the student of any last minute changes that are necessary. When the dean is convinced that the project is ready for binding, a notice will be issued to the student that he is to produce four copies on at least twenty-pound, 100% cotton white paper, plus one additional copy on regular bond paper. These are to be forwarded to the DMin department secretary.

<table>
<thead>
<tr>
<th>December Graduation</th>
<th>Action</th>
<th>May Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15</td>
<td>The student must submit a complete copy of the major project to the DMin department secretary. The project will be copied and turned over to the student’s advisor. During the month that the advisor has the project, he is free to work with the student on a one-on-one basis to make further corrections or revisions. All corrections and revisions must be returned to the DMin department secretary.</td>
<td>February 1</td>
</tr>
<tr>
<td>September 15</td>
<td>The student must submit a complete copy of the project to the DMin department secretary. The dean of the doctor of ministry program will appoint two external readers to read and evaluate the project.</td>
<td>March 1</td>
</tr>
<tr>
<td>October 1</td>
<td>The external readers will forward the project to the DMin department secretary to be given to the dean of the doctor of ministry program with their corrections and written recommendations.</td>
<td>April 1</td>
</tr>
<tr>
<td>October 15</td>
<td>If the dean concludes, in consultation with the advisor, and the DMin committee, that the project is generally acceptable, it will be returned to the student for final corrections that have been noted by all readers.</td>
<td>April 15</td>
</tr>
<tr>
<td>November 1</td>
<td>The student will return one copy of the corrected project to the DMin department secretary on regular bond paper (he will also return the two copies marked for corrections by the readers.) The dean will once again review the project and will notify the student of any last minute changes that are necessary. When the dean is convinced that the project is ready for binding, a notice will be issued to the student that he is to produce four copies on at least twenty-pound, 100% cotton white paper, plus one additional copy on regular bond paper. These are to be forwarded to the DMin department.</td>
<td>May 1</td>
</tr>
<tr>
<td>December Graduation</td>
<td>Action</td>
<td>May Graduation</td>
</tr>
<tr>
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<tr>
<td>November 1 (Cont.)</td>
<td>secretary. The student is to also provide the secretary with 25 blank pages of the twenty-pound, 100% cotton white paper at least one week prior to their scheduled oral exam. The student must not produce the final copies for binding until he has written authorization from the dean of the doctor of ministry program.</td>
<td>May 1 (Cont.)</td>
</tr>
<tr>
<td>By Graduation</td>
<td>The student must submit the final five copies of the project to the DMin department secretary along with the signed TREN Binding Documents that will be provided to him by the DMin department secretary at an earlier date.</td>
<td>By Graduation</td>
</tr>
</tbody>
</table>
Seminar Schedule for September 2014 Cohort

Practical Theology Track (Pastoral Ministry)

- June 9–11, 2014: Prerequisite: Graduate Research and 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 and Writing
- September 22–26, 2014: Relationships/Spiritual Formations (DM 8620)
- 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 and Writing
- June 16–20, 2014: Theology of Counseling and Critical Stages (DM 8872)
- June 23–27, 2014: Counseling Theories and Issues (DM 8873)
- September 22–26, 2014: Relationships/Spiritual Formations (DM 8620)
- April 13–17, 2015: Change, Power, and Conflict (DM 8820)
- TBA: Introduction to Nouthetic Counseling (DM 8871)
- TBA: Marriage and Family (DM 8874)

Missions Track
(North American Missions)

- June 9–11, 2014: Prerequisite: Graduate Research and Writing
- September 22–26, 2014: Relationships/Spiritual Formations (DM 8620)
- January 12–16, 2015: Administration/Finance (DM 8720)
- April 13–17, 2015: Advanced Church Growth/Church Planting (DM 8470)
- September 21–25, 2015: Leadership Development (DM 8150)
- January 11–15, 2016: Mission Administration and Supervision (DM 8410)
- April 11–15, 2016: North American Church Growth (DM 8250)
Missions Track  
(International Missions)

- June 9–11, 2014: Prerequisite: Graduate Research and Writing
- September 22–26, 2014: Relationships/Spiritual Formations (DM 8620)
- January 12–16, 2015: Administration/Finance (DM 8720)
- April 13–17, 2015: Advanced Church Growth/Church Planting (DM 8470)
- September 21–25, 2015: Leadership Development (DM 8150)
- April 11–15, 2016: Cultural Anthropology (DM 8570)

Christian Education Track

- June 9–11, 2014: Prerequisite: Graduate Research and Writing
- September 22–26, 2014: Relationships/Spiritual Formations (DM 8620)
- January 12–16, 2015: Administration/Finance (DM 8720)
- April 13–17, 2015: Change, Power, and Conflict (DM 8820)
- September 21–25, 2015: Leadership Development (DM 8150)
- January 11–15, 2016: Interpretation and Teaching (DM 8160)
- April 11–15, 2016: Development and Administration of Education Ministry (DM 8170)
Doctor of Philosophy Handbook
2014 - 2015

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

DOCTOR OF PHILOSOPHY PROGRAM

Dr. Stephen R. Miller  smiller@mabts.edu
Dean of the Doctor of Philosophy Program

Mrs. Doris Foster  901-751-3013
dfoster@mabts.edu
PhD Assistant

Doctor of Philosophy Committee
2014–15 Academic School Year

• Dr. Steve Miller (Dean)
• Dr. Kirk Kilpatrick
• Dr. Jimmy Millikin
• Dr. Timothy Seal
• Dr. David Shackelford
• Dr. Michael Spradlin
• Dr. Mark Terry
• Dr. Brad Thompson

901-751-8453  *  Fax 901-259-0107  *  www.mabts.edu
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Mid-America Baptist Theological Seminary Doctor of Philosophy Program

Accreditation

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 (PhD) seeks to guide students to develop in advanced disciplines: creative scholarship (to develop the capacity for critical evaluation and quality in research that produces creative scholarship and contributes 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 &amp; 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 sixty-four 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 PhD 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 on 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).

**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. Any exceptions to this policy must be approved by the PhD Committee.

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

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 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 the department chair 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.

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 the major area of study. The major department chair 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 chair to the Doctor of Philosophy Committee. Once the topic is approved, the advisor supervises the student’s work in the writing of the dissertation. The student should initiate a meeting with the major professor at least twice each semester during the time the student is taking seminars to maintain a current working relationship with regard to every phase of the academic program.

The student must submit in writing the name of the 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 2014–15 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 sixteen week semester. They must attend twenty-four out of thirty 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 login, 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. Students 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. Students 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 colloquium 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, the student may obtain departmental permission to listen to a CD of the
colloquium and submit a letter to the PhD office stating that he or she 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 chair’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 & 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. For more information see the 2014–15 Catalog.

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 & 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 chair 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 chair 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 chair of the respective department in accordance with overall instructional needs within the depart-
ment’s curriculum offerings.

6. A departmental supervisor (either the student’s advisor or another supervisor appointed by the department chair) will be appointed by the chair 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 the supervisor.

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. The student will submit to the department chair 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 in the program. If the student is unable to follow this schedule for any reason, the student should make the 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

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 a.m. 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, students will be expected to qualify for candidacy status. Candidacy status means that students may officially work on their dissertation. A student may be declared a candidate for the degree upon completion of the following: (1) successful completion of the comprehensive exami-
nations; (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 a desire to graduate and the date of graduation. In the event the student does not graduate at the anticipated time, he or she 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, MA: 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 its 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 *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed).

2. The outline of the dissertation by chapter titles and subheadings. 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 *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed.

4. The bibliography or reference list for the prospectus should contain at least ninety 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 historic present tense.

_The prospectus is logged in the PhD office and then forwarded to the student’s major department chair. The department has two weeks to schedule a meeting with the student and to evaluate the prospectus. The department chair 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 chair 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 the student 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 sections A.2.1.7–A.2.1.11 _A Manual for Writers of Research Papers, Theses, and Dissertations_, 8th ed. 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 the advisor and major department at each stage in the preparation of the dissertation. Both a hard copy and an electronic copy of 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 the advisor’s 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 PhD 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 PhD program assigns an external reader to evaluate the dissertation. The dean of the PhD 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 or 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 $2,475.00 per semester, payable in advance at the beginning of each semester (August and January). The tuition for the modular seminars PhD program is $2,700.00 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 $250.00 dissertation reading fee. Students will also pay for a bound copy of their dissertation for the advisor.

**Student Financial Assistance**

See 2014–15 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 2014–15 Catalog

**Fees**

**Late Registration Fees and Returned Check Fees**

An additional fee of $100.00 is charged for any student who registers after the close of the regular registration time. A returned check fee of $30.00 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 $200.00, 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 $150.00.

*The doctor of philosophy candidate for graduation should contact Campus Life 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 $5.00 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>
</tr>
</thead>
<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>September 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 chair will schedule a time for the student to present an oral defense of his prospectus and the Dissertation Orientation.</td>
<td>September 1</td>
</tr>
<tr>
<td>April 15</td>
<td>The chair of the department must submit a written approval of the prospectus to the dean of the PhD 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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</tbody>
</table>
### Dissertation Submission Process—continued

<table>
<thead>
<tr>
<th>December Graduation</th>
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<th>May Graduation</th>
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</table>
| **August 1**  
(Dept. has one month) | 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. | **January 15**  
(Dept. has one month) |
| **September 1**  
(External reader has one month) | The chair 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. | **February 15**  
(External reader has one month) |
| **October 1**  
(PhD dean has two weeks) | 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). | **March 15**  
(PhD dean has one week) |
| **October 15**  
(Student has two weeks) | 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. | **March 22**  
(Student has two weeks) |
### DISSERTATION SUBMISSION PROCESS—continued

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<tr>
<th>December Graduation</th>
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<th>May Graduation</th>
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<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 (Advisor/ dept. has one week)</td>
</tr>
<tr>
<td>November 7</td>
<td>The chair of the department will forward the dissertation to the dean with a written recommendation of final approval from the department.</td>
<td>April 12 (PhD dean has one week)</td>
</tr>
<tr>
<td>November 15</td>
<td>The director will make a final reading of the approved dissertation, and 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 or she will issue permission to the student 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 or she or has final authorization from the Dean of the PhD program.</td>
<td>April 19 (Student has two weeks)</td>
</tr>
<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>
</tr>
</tbody>
</table>

**Note:** When the student submits an updated version of the dissertation, the student must also submit the copy of the original draft that contained the notes for corrections/revisions.
2095 Appling Road
Cordova, TN 38016
901-751-8453 • 800-968-4508
901-259-0107 (Fax)
www.mabts.edu

Doctor of Philosophy Office
901-751-3013
dfoster@mabts.edu

“To all the world for Jesus’ sake . . .”