



2020-2021
DOCTOR OF
PHILOSOPHY
HANDBOOK



MID-AMERICA
BAPTIST THEOLOGICAL SEMINARY



MID-AMERICA

BAPTIST THEOLOGICAL SEMINARY

***Doctor of Philosophy
Handbook***

2020-2021

“ . . . that in all things He might have the preeminence.”
(Colossians 1:18)

DOCTOR OF PHILOSOPHY PROGRAM

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Mid-America Baptist Theological Seminary

Doctor of Philosophy Program

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, 30033-4097, telephone number 404-679-5401) to award associate, masters, and doctoral degrees.

Our Purpose

The primary purpose of Mid-America Baptist Theological Seminary is to provide graduate theological training for effective service in church-related and missions vocations through its main campus and designated branch campuses. Undergraduate training is also provided for effective Christian leadership in various fields. Other levels of training are also offered.

Mid-America 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, administration, and cross-cultural ministry. In addition, all graduate and doctoral students are required to participate in the Witness One:Seven Program of the school and are encouraged to be involved in churches during their seminary days. Undergraduate students are encouraged but not required to participate in the GO! Program.

The College at Mid-America is the undergraduate school of Mid-America Baptist Theological Seminary. As such, it functions under the mission statement of Mid-America Seminary. Within the mission of Mid-America Baptist Theological Seminary, the

purpose of the College at Mid-America is to conduct associate and baccalaureate programs to prepare students to take their place as effective Christian leaders in their chosen professions, who serve with integrity, intelligence, and compassion.

In response to the distinct training needs among Southern Baptists, the Seminary offers the following degree programs: associate, bachelor of arts, bachelor of science (pending SACSCOC approval), master of arts, master of divinity, doctor of ministry, doctor of philosophy. A certificate program is also available to students attending the Northeast Branch.

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.

Student Grievance Policy & Procedure

Seminary policy grants to the administration and faculty of Mid-America Baptist Theological Seminary the authority to develop and administer the processes for study and other issues related to student life. Students are expected to conform to expectations and standards of performance and conduct. The same polity that establishes the governance of academic and administrative affairs, however, allows the student the opportunity to seek recourse from what they consider to be unfair or unjust evaluations or processes. In the case of doctoral students, grievance procedures and decisions are established and administered by each doctoral committee.

Before completing the following application for grievance for redress, the student should:

1. Review documents that address the situation - syllabi, policies and procedures, etc.
2. Prayerfully consider the validity of the grievance.
3. In keeping with Matthew 18, discuss the issue with the professor or administrator involved.
4. If the issue cannot be resolved at this level, then the student should follow the Student Grievance Process as described below.

It is the policy of the seminary to evaluate seriously student grievances and either resolve the problems brought by the student or make appropriate recommendations to the appropriate office for such resolution. Procedures are established below for addressing student grievances in four sections: academic issues, administrative issues, issues concerning sexual harassment, and honor code violations.

The grievance process described below begins with the completion of a student-initiated application for review, the Student Grievance Form. This form may be obtained from the Campus Life Office or from www.mabts.edu. and should be returned to

the Campus Life Office, as it is the responsibility of the Director of Campus Life to coordinate the resolution process.

Section I – Academic Grievances

For Grievances of Academic Issues Related to Grades, Course Information, Course Content, Faculty Conduct, Performance, or Attitude.

The seminary specifically assigns to the individual faculty member responsibility for establishing grade criteria and the subsequent assignment of grades upon evaluation of student work.

(Matters related to dropping and adding are dealt with by petition through the Registrar's Office. Matters related to excessive excused or unexcused absences are dealt with by petition through the Masters and Undergraduate Committee.)

In the case that a discussion of the issue with the professor or administrator involved does not resolve the issue, the following procedure should be followed:

1. The student completes, signs, and delivers the Student Grievance Form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

Section II – Administrative Grievances

For Grievances of Administrative Issues Related to Support Services

1. The student completes, signs, and delivers the Student Grievance form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Executive Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member to attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

Section III – Sexual Harassment

For Grievances of Academic or Administrative Issues Related to Sexual Harassment

Mid-America Baptist Theological Seminary respects the personhood of all individuals, regardless of race, color, national origin, sex, age, or religion. The Seminary, therefore, will not tolerate the abuse of individuals in regard to these matters. It is our policy to maintain a workplace free from all forms of harassment, which includes sexual harassment, whether verbal or physical.

Sexual harassment is prohibited by the Seminary's policy as well as by federal and state law. Sexual harassment includes all unwelcomed sexual overtures or advances including, but not limited to, offensive jokes, comments, innuendos, or other sexually oriented statements; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as terms or conditions of a student's academic achievement, or
- Submission to or rejection of such conduct is used as the basis for decisions regarding the student's academic status, or
- Such conduct has the purpose or effect of unreasonably

interfering with a student's performance or creating an intimidating, hostile or offensive learning environment.

If a student feels that he/she has been subjected to any type of harassment, the offense is to be reported to the President's Office within 48 hours. A written complaint should include the name of the person(s) involved, the specific nature of the offense, and the date that it occurred. The President's Office will conduct a thorough investigation of the complaint, and appropriate remedial action will be taken. Any information as is gathered will be treated as confidentially as practical. Where investigation confirms the offensive behavior, prompt corrective action will be taken with appropriate redress to the complaining party. Students reporting incidents of sexual harassment or cooperating with an investigation thereof will be protected from reprisals in any form. The confidentiality of the parties involved will be protected throughout the investigation, and only those parties whom the President deems necessary to have knowledge of the case will be informed.

Any employee found to be guilty of violating this policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance determined fabricated for malicious reasons.

If the student feels that he/she has been subjected to any type of harassment, the offense may be reported to the President's Office or the student may follow the steps below:

1. The student completes and delivers the Student Grievance Form to the Director of Campus Life, who will forward the grievance to the President's office within 48 hours to establish a resolution to the grievance with appropriate personnel.
2. If the situation remains unresolved, the matter will be addressed by the President, who will attempt to establish a resolution to the grievance.
3. After a thorough investigation, the President will make a final decision concerning the grievance.

Section IV – Honor Code

Each Student Agrees:

- I understand and will support and follow the Honor Code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. Collaboration: Submission of a paper that is paraphrased from, or identical to, another student's paper. A "paper" is defined as "any materials submitted by a student for credit in a course."
2. Plagiarism: Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.
3. Cheating: The improper use of books, notes, another student's tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An "examination" is defined as "any testing situation in which the score will be used for credit in a course."

Failure on a student's part to live up to this Honor Code becomes the concern of the appropriate Dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the Seminary community will first be dealt with according to the principles of Matthew 18:15-22). All disciplinary matters are subject to review before a Student Disciplinary Committee. This Committee at the Cordova Campus is composed of the Dean of Women or the Dean of Men, as chairperson, the Faculty Advisor of the student in question, the President of the Student Council, and one other faculty member. At the Northeast Campus, this Committee will be appointed by the Director of the Northeast Branch and will include one student participant.

"Due process" in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A Student Disciplinary Committee will handle all cases referred to it by the appropriate Dean and will be the appellate body for decisions made by the Dean that are appealed by the student. The Committee will handle any case involving the possible dismissal of a student, and dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him/her. He/she may be accompanied by a personal representative, may bring witnesses on his/her own behalf, and may choose not to answer any of the questions directed to him/her. If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he/she believes pertinent; but he/she may not enter into the proceedings and/or deliberations of a Student Disciplinary Committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty's decision to the President of the Seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

If the student feels that he/she has witnessed a violation of the honor code or if they themselves have violated the honor code, they are to take the following steps:

1. The student completes and delivers the Student Grievance Form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

Student Discipline and the Judicial Process

The seminary is dedicated to the training of students who are committed to Christian Ministries. This type of student greatly reduces the occasion of disciplinary problems. The locus of authority in dealing with discipline problems is the faculty through the Dean of Men or Dean of Women and a Student Disciplinary Committee...

It is the desire of MABTS to be responsive to the needs of the student in all areas of his or her life. As a school we have established policies and procedures in both academic and financial areas as well as personal, moral/ethical, and spiritual develop-

ment. These policies and procedures are intended to cover most circumstances that may arise; but it is recognized that on occasion there are situations that warrant special, individual consideration.

Ethical and Moral Development

In the area of moral/ethical or spiritual development, the seminary recognizes the freedom of each student to develop under the leadership of the Holy Spirit. However, it must also be noted that MABTS students are not only preparing for positions of spiritual leadership, but also are already viewed as Christian leaders by men and women in the community. Thus, it is essential that they exemplify a God-controlled life both on and off the campus, conforming to the highest standards of conduct. All members of the seminary-trustees, faculty, administrative staff members, or students-assume the responsibility to conduct themselves in compliance with the objectives and standards of the honor code established by the seminary.

Misconduct that renders a member of the seminary liable for discipline, up to and including dismissal, falls into the following categories:

1. Dishonesty, including cheating, theft, plagiarism, forgery, or giving false information on official documents;
2. Obstruction or disruption of teaching, research administration, or seminary sponsored activities by force or violence or threat of violence;
3. Physical, verbal, written, or mental abuse or threat of abuse of another member of the seminary;
4. Theft or damage to seminary or community property or the personal property of a member of the seminary community, which includes taking materials from the library;
5. The use of tobacco, alcohol, or the abuse of controlled substances;
6. Solicitation to or participation in immoral relationships, including but not limited to sodomy, adultery, and sex outside of marriage, or participation in same-sex relationships ("marriage");
7. Participation in or viewing of pornography;
8. Participation in spousal abuse, whether physical, verbal, mental,

or psychological;

9. Unauthorized entry to or use of seminary facilities or equipment;

10. Failure to comply with directions of the president or other officers of the seminary when acting in the performance of their duties;

11. Conduct which adversely affects the member's suitability as a member of the seminary community or which interferes with the rights and privileges of another member of the seminary community; or

12. The willful commission of any act which is a crime under the laws of the states of Tennessee and/or the state of New York that results in a criminal charge and conviction in any court of competent jurisdiction

Honor Code

Each student agrees:

- I understand and will support and follow the honor code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. Collaboration: Submission of a paper that is paraphrased from, or identical to, another student's paper. A paper is defined as any materials submitted by a student for credit in a course.

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3. Cheating: The improper use of books, notes, another student's tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An examination is defined as any testing situation in which the score will be used for credit in a course.

Failure on a student's part to live up to this honor code becomes the concern of the appropriate dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the seminary community will first be dealt with according to the principles of Matthew 18:15–22.) All disciplinary matters are subject to review before a Student Disciplinary Committee. This committee at the Cordova campus is composed of the Dean of Women or the Dean of Men, as chairperson, the faculty advisor of the student in question, the president of the Student Council, and one other faculty member. At the Northeast campus, this committee will be appointed by the director of the Northeast campus and will include one student participant.

Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact

A Student Disciplinary Committee will handle all cases referred to it by the appropriate dean and will be the appellate body for decisions made by the dean that are appealed by the student. The committee

will handle any case involving the possible dismissal of a student, and dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions directed to him or her. If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he or she believes pertinent; but he or she may not enter into the proceedings and/or deliberations of a Student Disciplinary Committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty's decision to the president of the seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

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 doctoral 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 Doctoral Hours for the Doctor of Philosophy Program

Doctoral Research & Writing	4 hours
Graduate Teaching	3 hours
Four Seminar (Major)	16 hours
Two Seminar (First Minor)	8 hours
Two Seminars (Second Minor)*	8 hours
Supervised Departmental Reading	1 hours
Supervised Instruction	0 hours
Comprehensive Program Examinations	4 hours
Dissertation Writing and Defense	16 hours
Total	60 hours

*In lieu of a second minor, students may choose to take these two seminars as electives of in their major or minor fields.

Time Limit for Completion of the Doctor of Philosophy Program

Students are expected to complete the entire doctor of philosophy program in seven 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 Doctoral Programs. 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, Education and Biblical Counseling**

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**, (6) **Theology**, (7) **Education** and (8) **Biblical Counseling**.

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 **Doctoral Seminars Requirement** on page 14). The major and minor fields are indicated on the doctor of philosophy application.

Modified Residency Format

MABTS offers PhD seminars in a modified residency format, which allows students to complete their degree without having to leave their current place of ministry. Excellent faculty teach PhD courses and maintain high standards for academic excellence in these intensive classes.

Students come to campus for courses usually twice per year. Each seminar meets for one week. Exact dates for registration and classes can be found on the PhD calendar. Prior to each seminar, students will complete pre-seminar work that typically consists of extensive reading and intensive writing assignments. The student's major professor (see Assignment of a Major Professor) will guide them through the program. After completing seminars during the initial stage of the program, students take comprehensive exams that assess their learning in their areas of study. The program then culminates in the research phase as students write and defend their dissertation.

Changes in Major or Minor Fields

Any change in the major or minor fields must have **departmental approval before submitting a request to the Associate Dean of the Doctoral Programs for evaluation by the committee.** A change in the major field may require 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 doctoral office.

Completion Requirements for the Doctor of Philosophy Program

Continuous Enrollment Requirement

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

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

With the approval of the Doctoral Programs Committee, one session may be spent in study at 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 Doctoral Programs Committee.**

This request must be submitted in writing to the associate Associate Dean of the Doctoral Programs 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 Doctoral Programs 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 Doctoral Programs 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 Doctoral Programs 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 doctoral office. The original transcript is submitted to the Registrar.

Research Methodology Requirement

Candidates for the doctor of philosophy in the 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 Doctoral Programs 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 Doctoral Programs 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 doctoral office after departmental approval. This must be done at the beginning of the first semester in the program.

Witness One:Seven Requirements

Doctor of Philosophy students are classified as full-time students during all phases of the PhD program. PhD students must complete two hours practical missions per week and witness to an average of at least one person per week during each 15-week semester. They must attend Tuesday and Thursday Report Hour in Chapel. No more than six unexcused absences are allowed during the 15-week period unless exemption was granted for permission to be absent due to schedule/work conflicts. PhD students who live a distance from the seminary will be granted an exemption from report hour. However, they are expected to watch the Report hour podcast available on the MABTS website, students must attend or view at least 24 report hours in a semester.

All students are required to remain current in their Witness One:Seven requirements. No academic credit is given for seminar work during any semester the student fails to complete this requirement. Forms are available in the doctoral office for students taking seminars to request permission from the Doctoral Committee to be absent from Tuesday Report time and other special chapel sessions. This option is only available to students unable to be on campus for Tuesday/Thursday Report Hour each week. Regardless of permission to be absent from Tuesday Report Hour, the student must continue to submit weekly Witness One:Seven reports to the Witness One:Seven office through the online reporting system.

Students working on dissertations do not have to be on campus and do not have to petition the Doctoral Committee for permission to be absent from report times. Witness One:Seven assignments must still be reported weekly to the Witness One:Seven office. Failure to remain current will result in action from the PhD Committee and possible dismissal from the program.

Doctoral Colloquia Requirement

Doctoral students must participate in all doctoral colloquia each 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 colloquia requirements each year. Students in the modified residency 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. Modified residency seminars will include the colloquium in the week on campus.

The student is responsible for notifying the doctoral 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 view or listen to a recording of the colloquium and submit a letter to the doctoral office stating that he or she has completed this requirement. Recordings are available in the doctoral 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 Doctoral Programs Committee.**

Each new student is provided with a form to list all practical experience to be submitted to the doctoral committee. These forms will be first evaluated by the Practical Experience Advisory Committee before distribution to the Doctoral Committee for final approval. The student will be notified in writing of the committee's decision. Returning may obtain this form from the Doctoral Programs 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 (22 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 Doctoral Programs 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 *MABTS Catalog*.

At the discretion of the Doctoral Programs 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 (3 credit hours), the Graduate Teaching course (3 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 Doctoral Committee.
3. A minimum of three 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 students have 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 department'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 doctoral office.*

Doctoral Seminars Requirement

Any faculty member in the theology area is qualified to offer doctor of philosophy seminars. They must, however, be recommended by the appropriate academic department and be approved by the Doctoral Programs Committee.

Eight graduate semester seminars are required in the Doctor of Philosophy program. Each seminar is taught according to the modified residency format. Note: Logos Bible software is required for PhD work.

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 Associate Dean of the Doctoral Programs 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 doctoral office has a form that must be signed by the professor and returned to the doctoral office to receive credit for DR 9945.

Acceptable Grades Requirement

No grade below B is counted toward a doctoral degree. A stu-

dent 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.

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 doctoral office. Any change in the carrel assignments must be cleared through the doctoral 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 am. in the doctoral office. The computer lab will be reserved for students use, or a quiet room will be provided if the student prefers to handwrite the exams. The exam must be printed and submitted to the doctoral office each afternoon. The student will be notified of the results of the exams as soon as all grades are submitted to the doctoral 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 examinations; (2) completion of the colloquia requirements; (3) good standing in practical missions; (4) exemplary conduct; (5) dissertation subject approved by the Doctoral Programs 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 Doctoral Programs 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 Doctoral Programs 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 doctoral office.

The request is in the form of a letter from the student to the Associate Dean of the Doctoral Programs 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 Doctoral Programs 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 Doctoral Programs Committee.**

This request must be submitted in writing to the Associate Dean of the Doctoral Programs 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*, 9th ed., by Kate L. Turabian (Chicago: The University of Chicago Press, 2018). Students who have already had their prospectus approved may

continue to use the 9th edition. The Doctoral Programs 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 Doctoral Programs 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 Associate Dean of the Doctoral Programs for evaluation by the Doctoral 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 doctoral 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*, 9th ed.

2. The outline of the dissertation by chapter titles and sub-headings. Second-level headings should be included in the outline. A more extensive outline is acceptable.
After the Doctoral Programs Committee has approved the student's prospectus, any subsequent changes in the outline must be approved by the Doctoral Programs 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*, 9th 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 Doctoral Research & Writing class, with the accompanying Doctoral Programs 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 doctoral 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 doctoral 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*, 9th 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 doctoral 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 doctoral 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*. Students may resubmit their dissertation to the advisor. If it is still unacceptable, 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 doctoral 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 Associate Dean of the Doctoral Programs 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 doctoral office for proper distribution and must include an abstract.

Upon receipt of the dissertation from the major department, the Associate Dean of the Doctoral Programs assigns an external reader to evaluate the dissertation. The Associate Dean of the Doctoral Programs 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 Doctoral Programs 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 Doctoral Programs 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 Doctoral Programs 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 four 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 doctoral office. This paper will be used to print the approval sheets to be included in the dissertation. The paper must be submitted to the doctoral 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. AGTA'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 \$3,295.00 per semester, payable in advance at the beginning of each semester (August and January). 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 \$250.00 external reader fee and a \$500 style reader fee. Students will also pay for four bound copies of their dissertation. One of the four copies will go to the advisor.

Student Financial Assistance

See *MABTS 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 *MABTS 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.

Institutional Review Board (IRB) Fee

Students seeking a doctorate in Education will pay a fee of \$100.00 to complete Institutional Review Board (IRB) training before submitting a prospectus. This training is done online through the Collaborative Institutional Training Initiative (CTI)

Dissertation Fees

After the dissertation is formally approved by the Doctoral Programs Committee, the candidate must deposit sufficient money to cover the cost of binding four 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 doctoral office. *A list of all graduation expenses is available in the doctoral 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

Dissertation Submission Process

December Graduation	Action	May Graduation
April 1	The student must submit a written application for graduation to the Associate Dean of the Doctoral Programs.	August 15
April 1	The student must submit a prospectus for his dissertation to the doctoral 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 Dis- sertation Orientation.	September 15
April 15	The chair of the department must submit a written approval of the prospectus to the Associate Dean of the Doctoral Programs. The prospectus will then be distributed to the Doctoral 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.	October 1
July 15 (Advisor has two weeks)	<p>The student must submit the complete dissertation and the abstract to the doctoral 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.)</p> <p>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 doctoral office for return to the student for corrections (along with the proofreading checklist).</p>	January 2 (Advisor has two weeks)

Dissertation Submission Process—continued

December Graduation	Action	May Graduation
August 1 (Dept. has two weeks)	The advisor will submit the corrected dissertation along with his written recommendation to the doctoral office. The doctoral 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 two weeks)
September 1 (External reader has one month)	The chair of the department will submit the dissertation to the Associate Dean of the Doctoral Programs 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 1 (External reader has one month)
October 1 (PhD dean has one weeks)	The external reader will return the dissertation to the Associate Dean of the Doctoral Programs 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 1 (PhD dean has one week)
October 10 (Student has two weeks)	If the Associate Dean of the Doctoral Programs 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 15 (Student has two weeks)

DISSERTATION SUBMISSION PROCESS—continued

December Graduation	Action	May Graduation
October 24 (Advisor/ dept. has one week)	The student will return one copy of the corrected dissertation and its abstract on plain bond paper to the Associate Dean of the Doctoral Programs. 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.	April 1 (Advisor/ dept. has one week)
October 31 (PhD dean has one week)	The chair of the department will forward the dissertation to the dean with a written recommendation of final approval from the department.	April 10 (PhD dean has one week)
November 7 (Student has two weeks)	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, <u>he or she will issue permission</u> 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 Associate Dean of the Doctoral Programs.	April 17 (Student has two weeks)
November 21	The student must submit the final four copies of the dissertation to the doctoral office. An abstract must be included with each copy.	May 1

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.

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