
PHD in THEOLOGICAL Studies
HANDBOOK FOR PARTICIPANTS
2009-2010 Edition

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The doctoral participant's program of studies is governed by the catalog that is current upon the first term of enrollment, or a subsequent catalog if the participant so chooses.

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FROM THE DIRECTOR



Welcome to the Doctor of Philosophy in Theological Studies Program at Trinity!

You are joining a community of men and women from around the world who share a calling to academic ministry in the church of Jesus Christ. The calling is a high one, and we trust, with the Lord's help, that the Trinity community will be a place where you will be well prepared, both spiritually and intellectually, to fulfill your calling.

The calling for which you are preparing is one of the most influential in the church. Many of you will be setting the theological agenda of your churches and denominations. We at Trinity take very seriously our responsibility to train you well for this significant ministry. The PhD represents the highest possible academic achievement, and we want to make sure that the PhD you receive from Trinity will be fully comparable with the PhD offered by any other academic institution. You can plan on being stretched over these next few years, but, as you are tested, we pray that you will experience the joy of intellectual discovery, the satisfaction of

being where God wants you, and, especially, a deeper love for Christ.

You should keep two important facets of our program in mind, each of which stems from our distinctly Christian convictions.

First, our program is *community oriented*. Christians cannot grow, or learn, in isolation. We therefore seek to foster a genuine community of learners among our participants. Much of your formal training will occur in seminar formats, in which participants exchange information and perspectives. Because we take the idea of a learning community so seriously, you will be required to attend colloquia and fellowship sessions. The most important community experience, however, will come through informal channels: chatting over lunch in the White Horse Inn snack shop, discussions in dorm rooms, family get-togethers. We recognize that many of you will need to work long hours just to afford the program. But we hope that you will consciously set aside the time for such community involvement, for we think it is vital to your growth as a *Christian* academician.

Second, our program is *integrative*. We believe that God has spoken truly and decisively in his word to us. Anything we study must, as a result, be brought into harmony with the truth of that word. Therefore, as your focus of study narrows further and further during your years at Trinity, it will be important to keep relating what you are studying to the other disciplines in the program. You will each have to take a seminar in each of the concentrations--Systematic Theology, Historical Theology, New Testament, and Old Testament. We expect you to be able to handle the Bible competently in the original languages. But, again, most important will be your own determination to grow into a genuinely Christian scholar during your time at Trinity, dissatisfied until you have related whatever you are studying to the wider truth of God's revelation.

May God grant you a wonderful time of study and growth at Trinity!

Sincerely in Christ,

Willem VanGemeren
Director, PhD/THS Program

1. INTRODUCTION TO THE PhD IN THEOLOGICAL STUDIES PROGRAM

The Doctor of Philosophy in Theological Studies (PhD/THS) is one of three academic doctoral programs at Trinity Evangelical Divinity School. Its major purpose is to prepare participating scholars for academic teaching and research in the fields of Church History/Historical Theology, New Testament, Old Testament, and Systematic Theology.

The PhD/THS program at Trinity began in 1987. Approximately 120 participants are currently enrolled. The minimum period of enrollment extends over a period of three years. Openings for additional participants are limited and determined largely by the number graduating in a given year.

Handbook for Participants

The *Handbook for Participants* is designed to help orient new and returning participants to the PhD/THS program. It contains the requirements, policies, and procedures that govern the PhD/THS program. This edition reflects the most recent actions of the Academic Doctoral Committee (ADC) and the Academic Doctoral Office (ADO) up to the time of your matriculation and should be regarded as an official supplement to the Divinity School Catalog.

Additional and/or updated information will appear in circular letters or emails distributed by the Program Director or Academic Doctoral Office, on the Academic Doctoral Office web page found on (mytrinity.tiu.edu), or in the TEDS & TGS Newsletter, *The Graduate Scrawl*, published every two weeks during the fall and spring semester. All such information of permanent value will later be included in future editions of the *Handbook for Participants*.

Divinity School Catalog

Participants admitted to the divinity school are subject to the requirements of the catalog that is current at the time of their initial enrollment. The catalog is updated annually. Participants may choose to complete the graduation requirements as outlined in the curricula of any subsequent catalog in effect during their time of resident study. Students who choose to change catalogs must inform the ADO and the Records office by filling out and submitting a "Change of Catalog" form (available at the ADO page in MyTrinity).

Academic Doctoral Programs of the Divinity School

TEDS offers three academic doctoral programs for participants who have completed a master's degree and wish to pursue advanced studies. One may pursue studies in education through the Doctor of Philosophy in Educational Studies, in intercultural studies/missiology through the Doctor of Philosophy in Intercultural Studies, and in theological studies through the Doctor of Philosophy in Theological Studies. Each of these three doctorates is academic in nature; that is, each is research-oriented in design and is distinct from the professional doctorate (Doctor of Ministry) program.

The academic doctoral programs are fully accredited by the Association of Theological Schools (ATS), the recognized accrediting body for theological institutions in the United States and Canada, and by the regional North Central Association of Colleges and Schools (NCACS).

Program Prospectus

The widespread neglect of systematic theology in many other institutions stands in contrast with its central place in the life and thinking of the church we seek to serve. Thus, the PhD/THS program is integrative, exposing participants to fields outside their concentration and expecting them to relate their own field of study to that of systematic theology. The integrative element is not intended to detract from the level of expertise developed in the field of concentration, but to strengthen it. Participants may, therefore, find the

program more demanding than some others, but it offers the distinct advantage of a more well-rounded understanding.

The PhD in Theological Studies is designed on a three-year, full-time model, consisting of at least two years of residence course work followed by a minimum of one year of dissertation research and writing. Completion of the program in three years assumes strong biblical and modern language skills and no entrance deficiencies. The current average program length is about 5.5 years due primarily to language deficiencies and employment (financial) needs.

The PhD program is a 60 hour program. Residence course work includes the completion of 28 hours of seminar courses, 16 hours of departmental integrative courses and advanced electives, 4 hours of education and research methods courses, and 6 hours of dissertation proposal and comprehensive examination preparation courses. A minimum of 6 additional hours of dissertation research follows the residence course work.

Some participants will take longer than two years to complete the required course work. The time participants take to complete course work depends on their level of academic preparation, their aptitude, and the time they are able to devote to the program. A normal course load is 12-15 hours per semester. Full-time status is defined as at least 9 hours per semester. In no case may a participant exceed a course load of 16 hours of doctoral work per semester. Part-time participants can be accommodated, although preference is given to full-time applicants. Prospective participants must indicate their intent to be full-time or part-time when they apply to the program.

The Learning Community

As a distinctly Christian program, the PhD/THS puts great emphasis on the learning community. During the Thursday noon hour, PhD/THS participants visit together with the Program Director for fellowship and refreshments. This meeting offers the most tangible expression of the life of the community and is a time when prayer requests may be shared, program news disseminated and discussed, and lunch eaten. All participants, full-time and part-time, are expected to make a priority of attending. Other informal social gatherings are organized as well: an annual doctoral picnic, get-togethers for spouses, and picnics. Participants should not regard these events as merely optional, but are encouraged to become fully involved. Participants are also encouraged to study together.

Departments also arrange events of their own: colloquia, social evenings, and the like. Although faculty at Trinity are all busy people, participants are encouraged to use these and other opportunities to get to know them as well as each other. Participants with families are particularly welcome to participate together. Spouses and children can find doctoral studies a difficult time and be helped by fellowship with those in a similar situation.

Though the program and other commitments will likely ensure that participants do not have much extra time on their hands, it is important for those in the program to begin to be active in the wider academic world, e.g., offering papers at conferences of the Evangelical Theological Society, the Society of Biblical Literature, and other similar bodies. Many of the papers at the national and regional conferences of these organizations are read by doctoral participants, and a policy of specifically encouraging participant papers (including the offering of monetary awards) is in place. Participants should actively consider writing seminar papers for publication: professors will happily offer advice and encouragement, as well as help point manuscripts in the direction of a suitable publication. Aside from the intrinsic importance of offering worthwhile material to a wider audience and the value of the experience to the participant (even when there are manuscript rejections as well as acceptances), involvement in professional societies can be a significant career-development opportunity.

Electronic Communication

Participants are expected to read emails received from the ADO on a regular basis just as they are expected to check their campus mailboxes. They are expected to use the school-assigned email address which is usable on and off campus. If they choose to have email access through a private provider, they

must use an email service that has the capability of sending and receiving attached documents (e.g., syllabi, articles, projects). They are also expected to update the ADO with any change in their email addresses.

The school assigned email account can be accessed in two ways.

- First, by using the GroupWise client program which is installed on all computers at TIU computer labs and email stations. Participants may install the full GroupWise client program onto their own computer too. The downloadable version is available by going to the Information Technology Home Page in MyTrinity and clicking on "Downloads." Other software (like McAfee Virus) is also available at this site.
- Second, through the use of any web browser at the website <http://mail.tiu.edu>,

The use of this TIU-assigned email account requires a GroupWise username and password. Participants may obtain their username and password by sending a request to the email address: gwhelp@tiu.edu, or calling toll-free 877.339.9487. In their request, students will need to provide their full legal name, their Student ID #, their birthdate, and the last 4 digits of their SSN, if available.

Admissions

Trinity's purpose is to educate women and men who have dedicated their lives to the service of the Lord Jesus Christ and to equip them for worldwide ministry. Thus, it is our desire that participants be believing men and women who are in sympathy with the Divinity School's statements of faith and purpose.

Admission to Trinity is open to qualified persons of all denominations and fellowships, of any race, color, and national or ethnic origin, without regard to gender or handicap.

Application Reviews

Completed application packets must be received in the Admissions Office by September 15 for spring admission and by January 15 for fall admission. The evaluation of PhD/THS application packets that are received late or that are incomplete as of these deadlines will be postponed until the next semester's review. The application review process normally takes about eight weeks.

Applicants are usually expected to begin doctoral coursework in the fall semester, normally following German language study on campus in the summer.

Admission Requirements

Applicants for the PhD in Theological Studies program are required to:

1. Have earned a Master of Divinity (MDiv) degree (or equivalent) from an accredited institution. Specifically, this must include Old Testament and biblical Hebrew, New Testament and biblical Greek, systematic theology, and church history. In special circumstances, the department of concentration may accept applicants who demonstrate particular qualities that justify their admission into the program without the MDiv degree.

All applicants must have documented evidence of competency in biblical Hebrew and Greek.

2. Present evidence of potential for original academic research at the doctoral level by submitting a sample of an exemplary research paper, article, or thesis.
3. Give evidence of intellectual competency in all previous accredited graduate studies.
4. Have earned a cumulative grade point average of at least 3.5 (on a 4.0 scale) in previous graduate studies.

5. Submit a test score from the Graduate Record Examination (GRE) General Test. Applicants whose first language is not English should **also** submit scores less than two years old from the Test of English as a Foreign Language (TOEFL).

Application Procedures

The sequence of the application process may be found in the current catalog or by contacting the TEDS Admissions Office.

Admissions Office
Trinity Evangelical Divinity School
2065 Half Day Road
Deerfield, Illinois 60015-1241
Phone: 1.800.345.TEDS (1.800.345.8337) (toll free)
Email: tedsadm@tiu.edu

PhD/THS Scholarships

Scholarship awards in the PhD/THS program are made only at the time of admission to newly admitted participants based on applications received in the normal admission process. Each year, one Program Scholarship and four Merit Scholarships (one in each department: HT, NT, OT, and ST) are awarded. Each scholarship is renewable for a second year without the participant needing to reapply. This renewal is based upon departmental recommendation and satisfactory progress of the participant. The award is lost (not reduced) if the participant ceases to be enrolled full-time. Private Study is not considered full-time in this instance. Each scholarship is available for a maximum of two years.

Very limited funds may also be available for participants already in the program who face exceptional and unexpected needs. Some financial aid awards and scholarships may also be open to PhD participants through the Financial Aid Office.

Teaching and research fellowships varying in monetary value are also available. These are mainly recommended for participants in their second or third year of study.

Full and Part-time Status

Participants apply to be and are admitted as either full-time or part-time students. Preference is normally given to full-time applicants, though a limited number of part-time applicants are welcomed into the program. Part-time participants may register for a full-time load and normally must do so for a period of time. Participants admitted to full-time study may not generally change to part-time; in exceptional cases permission must be sought, with the support of the departmental advisor, from the Program Director.

Advanced Standing and Transfer of Credit

A request for advanced standing on the basis of previous graduate work (e.g., a completed ThM degree) should be made known to the Program Director prior to the annual Spring/Fall review toward the end of the first year of study. The maximum number of advanced standing hours granted in the PhD/THS program is 10 semester hours; the actual number of hours granted may be fewer depending on the nature of the graduate program and of the courses taken. The Program Director evaluates all past work and progress in the THS program and informs the Academic Doctoral Committee of his decision. Petitions made for advanced standing beyond what is normally allowed must be received by the Academic Doctoral Committee within the first two semesters after matriculation. Such petitions are exceptional and will be considered only in cases where previous course work has been completed in an academic doctoral program.

Transfer credit is not normally given for PhD doctoral study except as planned in advance at the time of admission in consultation with the Program Director.

Admission Deficiencies

Applicants whose academic record does not include all the required prerequisites may in special circumstances be admitted to the program, but they will be asked to meet entrance deficiencies or demonstrate competence, at the Divinity School's discretion. All deficiencies must be completed by the end of the participant's first year in the program (28 hours of study).

Participants have several options for fulfilling such deficiencies.

Option 1: Fulfillment by Regular Course Completion (MA or PhD level)

Enrollment in and successful completion of master's or doctoral level courses. Such courses, which may be taken at any accredited graduate-level institution, must not be repetitive or significantly overlap courses already completed.

Note that a 3 hour PhD course removes 4 hours of MA deficiencies and that a 4 hour PhD course removes 5 hours of MA deficiencies. The doctoral course may be of full-term or modular length, but may not be completed through the use of the independent study modes. The participant must inform the instructor, the faculty advisor, and the Academic Doctoral Office of his or her intent to use a doctoral course in this manner at the time of registration. A doctoral course used to meet entrance deficiencies cannot be counted toward the completion of the 60 requisite hours for the PhD/THS degree.

Option 2: Fulfillment by Reading Course (MA level)

Enrollment at TEDS for a Reading Course (the completion of an appropriate course by independent study during a term when the course is not offered). A Reading Course may be designed as a supplement to enhance regular course requirements, but may also be used alone as fulfillment of a deficiency, especially by persons who have already taken survey courses.

The Reading Course is to be guided by an appropriate TEDS faculty member who is free to recommend that the participant enroll in the equivalent scheduled course if the participant proves to be grounded inadequately, or for some other reason.

Option 3: Fulfillment by Guided Research Course (MA level)

Enrollment at TEDS in a Guided Research course (the completion of a planned learning experience which does not appear in the regular catalog of the divinity school and which is developed by the participant in conjunction with a Departmental Advisor).

The Guided Research is to be supervised by an appropriate TEDS faculty member who is free to recommend that the participant enroll in a scheduled course if the participant proves to be grounded inadequately, or for some other reason.

Option 4: Equivalency by Practical Service

A participant whose practical service experience in the field of theological studies broadly defined is extensive and/or intensive (defined as well beyond the required minimum of service experience), can submit, with the Program Director's consent, a petition to the Program Director for the equivalent of 2 to 6 semester credits. Such a petition includes the submission of a ten- to twenty-page critique of the practical service experiences and their value in terms of learning and career development. As in any such judgment, the Director is responsible to the Academic Doctoral Committee. No enrollment or fees are required for this option.

All papers written for Option 4 are to be submitted to the Program Director.

Option 5: Equivalency by Publications

A participant who has published in the field of theological studies broadly defined may submit to the Program Director a package of such published materials for review. Two to four semester credits may be granted for substantial contributions to the literature of theological studies. Ordinarily one small book, a printed or video curriculum for a course, or two major journal articles are seen as the unit of equivalency for

two credits of deficiency. As in any such judgment, the Director is responsible to the Academic Doctoral Committee. No fees are required for this option.

All publication packages for Option 5 are to be submitted to the Program Director.

Option 6: Equivalency by Manuscript Development

If the outcome of a reading course or guided research course should be a promising manuscript for a book-length publication, and if the participant develops a high level of interest in pursuing such a writing task to its conclusion, the Program Director may consider the development of such a major manuscript as equivalent to 2 to 4 semester credits in addition to that which has been completed under the enrollment in the three-credit independent study course.

Equivalency by manuscript development is encouraged and can be carried on as a task parallel to the completion of doctoral course-work. It is expected that the manuscript will be completed and that negotiation with a reputable publisher will be completed substantially before candidacy is granted. No fees are required for this option.

All manuscripts written for Option 6 are to be submitted to the Program Director.

Change of First Enrollment Date

Postponement of the anticipated enrollment date is normally not permitted in the PhD/THS program, though in exceptional circumstances it may be allowed. If the newly requested matriculation date is more than two years after the originally scheduled date, new application materials will be required. If an applicant has decided to postpone enrollment, he or she must realize that any and all awarded scholarships are forfeited and that no future scholarships are guaranteed.

Change of Concentration

Participants normally pursue the concentration to which they were originally admitted. However, participants who desire to change concentrations must submit a request in writing to the Program Director stating the reason for the change. Proposed changes in concentration are subject to space considerations, as well as to the participant's qualifications and reasons for the change, and are at the discretion of the Program Director and the chair of the department into which the participant wishes to move. Some courses taken may not be applicable to the new concentration and, for some participants, this could result in a longer program of studies.

2. PhD/THS PROGRAM OF STUDIES

The PhD/THS program requires the completion of a minimum of 60 semester hours of approved course work, including the research activity necessary to prepare a dissertation that makes a significant contribution to the literature of the field. Participants are advised to note carefully the descriptions contained in this section of the *Handbook* and to contact the Academic Doctoral Office if they have further questions.

Post-Admission Examinations

Proficiency in Biblical Hebrew and Greek as well as two modern research languages (usually German and French) are required for the THS program. Proficiency in one modern research language should be demonstrated prior to matriculation. Proficiency in Hebrew and Greek should be demonstrated either prior to matriculation or in the first semester of the program.

1. Biblical Language Proficiency and Examinations

The Hebrew and Greek Proficiency Exams evaluate proficiency in the biblical languages at a level similar to that of TEDS MDiv graduates. Participants whose biblical language skills are not at this level will find it difficult to complete program course work in two years, resulting in a longer period of doctoral study.

After admission to the program and **prior to matriculation**, participants must demonstrate advanced exegetical and reading skills in biblical Hebrew and Greek using one of the following options:

- a. Matriculants who have completed advanced exegesis courses in Hebrew or Greek in their MDiv or equivalent level of graduate studies (with a grade of B+ or higher) or who have completed a ThM (in OT or NT) in the two years preceding PhD matriculation may be deemed proficient. Such students should petition the Academic Doctoral Office for a waiver, including with the petition a course catalog description and an official transcript. The course must be equivalent to or exceed the content normally required of MDiv students in advanced exegesis courses at TEDS. (Such courses are beyond the core MDiv language sequence.)
- b. Students may pass a remedial course (OT 6000, Hebrew Review with at least a B; NT 5211, New Testament Greek Exegesis II with a B+ or higher, or a B for students in the Historical Theology concentration) at TEDS the summer session before matriculation. (Such a course should be taken at the MDiv level but does not count toward the 60 hours required for the PhD program.) Students taking NT 5211 should fill out a "THS Language Study Contract & Registration Form" (found on the ADO page in MyTrinity).
- c. Students who have not completed option a or option b *must* take the Biblical language proficiency exam(s) before matriculation. No student will be allowed to take a biblical language proficiency exam after matriculation.
- d. Students who do not pass the Greek language proficiency exam before matriculation (or did not fulfill this requirement with options a or b) must take New Testament Exegesis II (NT 5211) or an advanced exegetical course (subject to the discretion of the THS program director based on the exam results) and pass with a B+ or higher (a B for students in the Historical Theology concentration). The participant may take the regularly scheduled course (2-3 hrs.) for the cost of a one hour (because it does not count toward the 60 hours required for the PhD program), as long as he/she fills out a form with the ADO. If biblical language skills are particularly weak, a student may be required to take additional remedial master's level language courses. Students taking NT 5211 or an Advanced Greek Grammar/Exegesis course should fill out a "THS Language Study Contract & Registration Form" (found on the ADO page in MyTrinity).

- e. Students who do not pass the Hebrew language proficiency exam must take Hebrew Review (OT 6000) and pass with a B or higher. This course does not qualify for a reduction in cost and does not count toward the 60 hours required for the PhD program.

2. Modern (Research) Language Proficiency and Examinations

Participants are required to demonstrate reading proficiency in German and in a second research language. The second language is typically French, though other languages such as Dutch, Spanish, or Latin may be substituted if formally approved and shown to be of central importance to dissertation research. Proficiency in German must be demonstrated **prior to matriculation**. If students are not able to do so, they must enroll in the theological German course sequence offered by the divinity school in the summer prior to matriculation and pass the proficiency exam offered in the summer prior to matriculation. If deficient in a second research language and if the participant is not substituting another research language, Theological French must be taken during the first academic year. Proficiency in the second research language must be demonstrated **by the fourth semester of the program** and prior to registering for comprehensive examinations, the dissertation proposal, and candidacy.

Exams and Exam Format

Proficiency examinations are offered as scheduled by the ADO and are posted on the ADO page in MyTrinity. Participants should sign up for the exam with the ADO (droffice@tiu.edu) no later than one week prior to the exam date. Participants who wish to take a language exam at a date different from those offered by the Academic Doctoral Office may do so by making special arrangements and by paying, in advance, a \$50 administrative fee *per exam*. This option is available for special cases and is subject to ADO approval. For those who enroll in a theological German/French language course, the proficiency exam is usually given at the end of the course.

A help guide for language exams (“*Greek/Hebrew Help Guide*” and “*German/French Help Guide*”) is available at the ADO page in MyTrinity.

Participants taking Greek may bring Walter Bauer, William F. Arndt, F. Wilbur Gingrich, Frederick W. Danker (BDAG), *A Greek and English Lexicon of the New Testament and Other Early Christian Literature*.

Those taking Hebrew may bring *either* Francis Brown, S. Driver, and C. Briggs (BDB), *Hebrew and English Lexicon* **or** William L. Holladay's *A Concise Hebrew and Aramaic Lexicon of the Old Testament*.

Students taking German and French may choose to use either a hard-copy **or** an electronic dictionary. No other material is allowed. Participants who wish to use an electronic dictionary must sign up with the ADO in order to use an ADO-supplied electronic dictionary and computer. The ADO permits only the use of the *Pop-Up Oxford-Duden German Dictionary* and the *Pop-Up Oxford-Hachette French Dictionary*. Before turning in the examination, participants will be asked to sign a statement declaring that they did not use any unauthorized language aids for the test.

The exams for any given language may be taken no more than two times, after which the participant shall meet with the Director.

Participant Progress Evaluation

Upon completion of 18 hours in the program (including advanced standing), the participant's fitness for PhD level study will be evaluated. Participant progress is assessed using several criteria: the completion of MA level entrance deficiencies, Hebrew and Greek proficiency, modern language proficiency, cumulative GPA, writing aptitude, English language ability, the promise of teaching/research ability, and department of concentration recommendations. The evaluation is initiated by the Program Director in consultation with the department chair.

In a case where there is concern about progress, the participant is brought in for consultation and discussion. If the participant's department of concentration and the Program Director are unable to recommend that the participant continue in the program, the participant may be given the option of completing the Master of Theology (ThM) degree in lieu of continuing in the PhD/THS program. If such

action is recommended, the participant's course work to date is evaluated by the chair of the department of concentration for application toward the ThM. Participants who have not yet passed the PhD comprehensive examination will be required to pass the relevant ThM major comprehensive examination before being eligible for that degree.

Course Load and Residency Requirements

Seminars and Advanced Electives in the PhD/THS degree program are normally available during the Fall and Spring semesters of the academic year. During the Summer semester, introductory courses in modern languages, and occasionally one or more courses for Advanced Elective credit, are offered.

A full-time course load in the PhD/THS program is defined as enrollment in at least 9 hours of doctoral work per semester. A normal load for participants on the three year plan is 12-15 hours per semester.

Seminars and Advanced Electives generally meet once a week and require the equivalent work load of a 4 hour course (i.e., 16 hours per week including class time). Participants with other commitments (e.g., employment, family) should take these expectations seriously. In no instance may a participant exceed a course load of 16 hours of doctoral work per semester.

All participants are required to enroll for a minimum of four semesters on campus, two of which are consecutive and full-time. Continuous participation in the doctoral learning community (advisee group on Thursday and colloquia) is expected during the required period of residency.

Serving missionaries who find it impossible to leave their ministries for two or three continuous years may apply for an exception to the requirement for continuous enrollment in the program. Students who are granted an exception will still have to spend at least four semesters on campus (two of which are consecutive and full-time) and complete the program within seven years.

Program Course Structure

Definition of Program "Year"

The PhD/THS program generally consists of two years of full-time resident course work followed by one year of dissertation research. Not all participants proceed through the program at the same pace. Students in the first 28 hours of study are considered to be in their first "year" in the PhD/THS program. Second "year" students are working on hours 29 through 54. Students taking dissertation research (__9991) are considered third "year" students. Any student who has taken all 60 credits but has not finished the dissertation signs up for dissertation continuation (__9992) and is considered a fourth "year" students until the dissertation is completed.

Designation of Seminars and Courses

The PhD/THS program is structured to provide course offerings that will allow flexibility in light of each participant's theological concentration. Participants are responsible for their own coursework planning. The Program Director and program scholar(s) are available for consultation.

Doctoral Seminars

A minimum of 6 seminar courses (24 hours) numbered 9000 or above are required in the program. Three seminars must be in the participant's department of concentration. Three seminars must be taken outside of the participant's department of concentration in specially designated courses (one seminar in each of the non-concentration departments). The Program Director may recommend a deviation from this requirement when the research interests of the participant so warrant. If seating permits, seminars may substitute for advanced electives.

Integrative Prolegomena Seminar

The four-hour ST 9100 seminar is designed to introduce participants to the theological task. It is required for all THS participants and must be taken in the first fall semester of the participant's enrollment in the program. This course may not be used for credit in the doctoral seminars or advanced electives component of the degree.

Departmental Integrative Courses and Advanced Electives

A minimum of 16 semester hours of elective courses are required. Participants are strongly encouraged to pursue elective studies in their department of concentration. Participants in the HT, NT, and OT concentrations are required to take the departmental integrative courses in lieu of 4 hours (for OT) or 2 hours (for HT and NT) of advanced electives. If seating permits, doctoral seminars may substitute for advanced electives. (Note that the taking of some 9000 level research seminars by non-majors, especially those seminars making advanced use of the biblical languages, may require instructor approval.)

Guided Research

Students may sign up for one *9000-level Guided Research course* (1 to 4 hours; credit/no credit) before candidacy. The course is a non-catalog course specifically designed to satisfy the academic interests of the participant. The assumption is that students do research under the guidance of the faculty member who will supervise the dissertation research. The research course is intended to encourage research skills, competency in an area of research, and a relationship between the students and their advisors. The student is expected to work toward a high level of research that may lead to a published article. The faculty member is expected to read carefully and regularly through the material submitted, discuss the student's progress, and recommend further avenues of research or such changes as will affect the desired outcome of the project.

A guided research course must have the consent of the supervising faculty member and must be registered in the Records Office at the beginning of the semester. Work contracted for guided research should be commensurate with the comparable number of hours of in-class experience and completed during the semester in which the participant is enrolled in the guided research. The *THS Guided Research Contract Form* is available at the ADO website and is to be signed by the supervising faculty member and submitted at the time of registration.

Education and Research Methods Courses

A total of 4 semester hours are required in courses in higher education and research methodology (ST 9222 Principles of Higher Education and ST 9110 The Theological Scholar). The ST 9110 research methods course must be taken in the first fall semester of the participant's enrollment in the program.

Comprehensive Examination and Proposal Preparation Courses

All students must take three hours of (__9975), an independent study course that is used to prepare for the comprehensive examination. Students may choose to take all three hours of Comp Preparation in one semester or split the Comp Preparation into two semesters, taking two hours the first semester and one hour the next. It is strongly recommended, but not necessary, to take the comprehensive exams during the semester in which the student is registered for __9975.

A student taking all three hours of __9975 in one semester is considered a full-time student. Students splitting the comps over two semesters can still be considered full-time; **however**, in order to receive this designation they will need to file a "Full-Time Status" form (found at the ADO page in MyTrinity) and devote 35 or more hours per week to comprehensive exam preparation.

In order to develop the dissertation proposal, students are required to take the independent study course Dissertation Proposal Preparation (__9990). It is common, but not necessary, to have a proposal hearing

during the semester in which __ 9990 is registered. Because all three hours of __ 9990 must be taken in one semester, participants taking __9990 are considered full-time.

Dissertation Research

After receiving candidacy, a participant is eligible to register for the required 6 hours of Dissertation Research Courses (__ 9991). These courses do not involve class attendance, but relate to the research and writing of the dissertation. Student's signed up for 3 or more hours of __9991 are automatically considered full-time. If the student is signed up for **less** than 3 credit-hours in a given semester, a "Full-Time Status Form" (located at the ADO page in MyTrinity) must be filled out in order to be considered full-time.

Dissertation Continuation

If the dissertation is not completed by the end of the sixth dissertation course (__ 9991), participants *must* register for (and pay the fees associated with) the Dissertation Extension course __9992. Dissertation Extension must be taken each term (excluding summer) until the dissertation is completed in order to maintain program status. __ 9992 qualifies the participant for part-time status.

Additional Courses

In certain circumstances, a participant may need to take more than 60 hours: i.e., if a minimum grade of B- is not attained in one or more classes, and/or if further classes are required to raise the grade point average to 3.20 or higher.

PhD/THS Colloquia

All participants must attend a minimum of four non-credit PhD academic gatherings intended specifically for PhD/THS participants. A participant may substitute one inter-disciplinary colloquium (EDS, ICS) for one THS colloquium. Applicable PhD/THS colloquia are announced by the Academic Doctoral Office and applicable concentration colloquia are announced by the department and the ADO.

The director works with the chairs of the four theology concentration areas in planning colloquia for THS participants. These events include interactions with reputed scholars outside of TEDS, TEDS faculty members during or after their sabbatical, and academic forums led by the program director. Occasionally, one or more participants may be asked to present their research at a colloquial setting (THS/concentration area).

Program Course Structure Summary

Program course requirements are as follows (seminars must be 9000 level and above unless otherwise noted):

Required Seminars (28 hours)

Church History/Historical Theology Concentration

- 3 Historical Theology Research seminars (12 semester hrs)
- 1 ST 9100 Integrative Prolegomena seminar (4 semester hrs)
- 1 New Testament Theology seminar (4 semester hrs)
- 1 Old Testament Theology seminar (4 semester hrs)
- 1 Systematic Theology seminar (4 semester hrs)

New Testament Concentration

- 3 New Testament Research seminars (12 semester hrs)
- 1 ST 9100 Integrative Prolegomena seminar (4 semester hrs)

- 1 Historical Theology seminar (4 semester hrs)
- 1 Old Testament Theology seminar (4 semester hrs)
- 1 Systematic Theology seminar (4 semester hrs)

Old Testament Concentration

- 3 Old Testament Research seminars (12 semester hrs)
- 1 ST 9100 Integrative Prolegomena seminar (4 semester hrs)
- 1 Historical Theology seminar (4 semester hrs)
- 1 New Testament Theology seminar (4 semester hrs)
- 1 Systematic Theology seminar (4 semester hrs)

Systematic Theology Concentration

- 3 Systematic Theology seminars (12 semester hrs)
- 1 ST 9100 Integrative Prolegomena seminar (4 semester hrs)
- 1 Historical Theology seminar (4 semester hrs)
- 1 New Testament Theology seminar (4 semester hrs)
- 1 Old Testament Theology seminar (4 semester hrs)

Education and Research Methods Courses (4 semester hours)

- ST 9110 The Theological Scholar (2 hrs)
- ST 9222 Principles of Higher Education (2 hrs)

Dept. Integrative Courses and Advanced Electives (16 semester hours)

Participants are strongly encouraged to pursue elective studies in their department of concentration. Participants in the HT concentration are required to take departmental integrative courses CH 8911 and CH 8912 in lieu of 2 hours of advanced electives, participants in the NT concentration are required to take the departmental integrative course NT 9111 in lieu of 2 hours of advanced electives, and participants in the OT concentration are required to take departmental integrative courses OT 8911 and OT 8912 in lieu of 4 hours of advanced electives.

Comprehensive Exam Preparation and Dissertation (12 semester hours)

- __ 9975 Comprehensive Exam Preparation (3 hrs total)
- __ 9990 Dissertation Proposal Preparation (3 hrs)
- __ 9991 Dissertation (6 hrs total)

THS participants may take either one semester (three credit hours) or two semesters (two credit hours for the first semester and one credit hour for the second semester) of Comprehensive Exam Preparation to meet the 3-hour requirement and between two and six semesters of Dissertation Research to meet the 6-hour requirement. All three hours of Dissertation Proposal Preparation must be taken in one semester.

Total Program = 60 semester hours

Program Minors

Qualified participants in the PhD/THS program will be permitted to take a 9-semester-hour minor in one of the other two doctoral programs (e.g., education or intercultural studies). Qualified participants must: (a) demonstrate strong master's level preparation in their primary field of study as determined upon petition to the Program Director, (b) secure permission from their advisor and the director of the program in which they wish to do a minor, (c) secure permission for each course in which they wish to enroll from the Program Director of their minor.

Minors for PhD/THS participants are completed in the following ways:

PhD/THS minor in Intercultural Studies—9 semester hours in intercultural studies courses are completed in lieu of the dissertation proposal course (3 hrs), comprehensive exam preparation course (3 hrs), and 3 hours of electives.

PhD/THS minor in Educational Studies—9 semester hours in educational studies courses are completed in lieu of the dissertation proposal course (3 hrs), comprehensive exam preparation course (3 hrs), 1 hour of elective, and 2 hours of the required education course (ST9222).

PhD/THS participants electing to complete a minor should be aware that this may lengthen their program of study. Minors are taken in lieu of dissertation proposal and comprehensive exam preparation courses whose content must then be completed independently. THS Participants who minor in another program may register for __ 9975 and __ 9990 for 0 credit hours in order to maintain full-time status.

Suggested Course Work Completion Schedule

The two scenarios described below are suggested for THS participants admitted to full-time program status. The scenarios take into account the rotating schedule of THS departmental seminars.

Scenario 1

This scenario fits the participant who enters the program with few or no master's-level deficiencies; few or no Post-Admission Exams deficiencies (Hebrew, Greek), German completed by Fall matriculation, and with good English and study skills. It is most intensive during year one, recognizing that finalizing the dissertation topic and passing the comprehensive exam occupy a great deal of time during the second year.

After admission and prior to matriculation: Complete all the Post-Admission Exams (Hebrew, Greek, modern research languages)		
	FALL SEMESTER	SPRING SEMESTER
YEAR 1	ST 9100 Prolegomena (4) ST 9110 The Theological Scholar (2) Seminar (4) Dept. Integrative Course, Seminar or Electives (4) French (or other second modern language) Total = 14 hrs	ST 9222 Principles of Higher Ed (2) Seminar (4) Dept. Integrative Course, Seminars and Electives (8) French (or other second modern language) Total = 14 hrs Cumulative = 28 hrs
SUMMER	Complete any remaining admission deficiencies	
YEAR 2	Seminar (4) Electives (8) __ 9975 Comp Prep (3) Comprehensive Exam at end of semester Total = 15 hrs Cumulative = 43 hrs	Dissertation Proposal Hearing (alternate time; early in semester) Seminar (4) Electives (4) __ 9990 Diss Proposal Prep (3) Dissertation Proposal Hearing at end of semester Total = 11 hrs Cumulative = 54 hrs
SUMMER	Proposal Hearing (alternative time)	
YEAR 3	__ 9991 Dissertation Research (3)	__ 9991 Dissertation Research (3) Dissertation Defense

Scenario 2

This scenario fits the participant who enters the program with full-time status but must also complete a significant number of master's-level deficiencies, Post-Admission Exam deficiencies (Hebrew, Greek), or other program requirements while maintaining full-time status.

After admission and prior to matriculation: Complete all the Post-Admission Exams (Hebrew, Greek, Modern Research languages)		
	FALL SEMESTER	SPRING SEMESTER
YEAR 1	ST 9100 Prolegomena (4) ST 9110 The Theological Scholar (2) Dept. Integrative Course &/or Elective (4) French (or other second modern language) Total = 10 hrs	ST 9222 Principles of Higher Ed (2) Seminar (4) Dept. Integrative Course &/ or Elective (4) French (or other second modern language) Total = 10 hrs Cumulative = 20 hrs
SUMMER	Complete any remaining admission deficiencies	
YEAR 2	Seminar (4) Seminars and Electives (8) Total = 12 hrs Cumulative = 32 hrs	Seminar (8) Electives (4) Total = 12 hrs Cumulative = 44 hrs
SUMMER		
YEAR 3	Seminar (4) __ 9975 Comp Prep (3) Comprehensive Exam Total = 7 hrs Cumulative = 51 hrs	__ 9990 Diss Proposal Prep (3) Dissertation Proposal Hearing Total = 3 Cumulative = 54
YEAR 4	__ 9991 Diss Research (3)	__ 9991 Diss Research (3) Dissertation Defense

Course Enrollment and Registration

The seminar structure of academic doctoral courses makes it necessary to limit the size thereof. Thus, seminar enrollment is closely monitored through the Academic Doctoral Office. The following enrollment and registration policies and procedures are in effect.

Enrollment Policy

PhD/THS seminar courses are limited in enrollment. Seminars are limited to a maximum of 15 participants. In instances where demand for a course exceeds the enrollment allowance, the following seating priorities are in effect.

1. Senior participants in the program for which the course is primarily intended, and whose flexibility for alternative enrollment is limited.

2. Junior participants in the program for which the course is primarily intended.
3. Special participants and scholars in residence.
4. Participants in other academic doctoral programs of the Divinity School.

Registration Procedure

Registration for participants opens approximately in the mid-semester for the coming semester. Participants may make changes in registration (Add/Drop processing) through the second week of the semester (or by the first day of class for modular courses). If a participant registers for a course and is unable to attend, then the participant must drop the course by the appropriate deadline; otherwise, the incomplete course will remain on the academic record with a grade of **F**. (NOTE: Refer to the current Academic Calendar for exact registration, Add/Drop, and orientation dates).

Doctoral participants do not require a faculty signature on a registration form except when registering for a guided research course. A guided research course will require a *THS Guided Research Contract* (available at the ADO website), which must be signed by the advisor and the Program Director. A file copy must be submitted to the ADO.

Cross-registration at Other Schools

In certain cases, participants may enroll in courses at other institutions with the approval of the Program Director. Courses at other institutions will be applied toward the Advanced Elective component of the degree and generally need to be demonstrated as especially relevant to the participant's studies.

Course Substitutions and Program Modifications

Modifications to program requirements may be announced by the Academic Doctoral Office.

Doctoral courses 9000 or above will be available only to doctoral students, and these courses will be counted as doctoral seminar credit in the PhD/THS program. Doctoral credit is also available for all courses numbered between 7500 and 8999. These advanced master's courses will be counted toward the advanced elective course requirements. Most of these courses will be offered for 3+1 hours, though some advanced master's courses are available for only two credit hours and may be supplemented by a Guided Research course.

Potential exceptions to the program numbering system are as follows:

(1) Upgrading Master's Level Courses to Doctoral Level

THS students will not be allowed to participate in a master's level course below 7500 for doctoral **seminar** credit except in the rarest of cases and only by Academic Doctoral Committee permission. THS students who are seeking special permission to participate in a master's level course below 7500 for doctoral credit must register for the course as __7501, with the course being counted as a THS advanced elective. Participants must fill out a TEDS/TGS Independent Study Authorization Form and a Petition for Course Substitution form. This exception must first be approved by the director of the PhD/THS program and then reported to the Academic Doctoral Committee.

THS students who are seeking special permission to participate in an advanced master's level course between 7500 and 8999 for doctoral **seminar** credit must fill out a Petition for Course Substitution form. This exception must first be approved by the director of the PhD/THS program and then reported to the Academic Doctoral Committee.

All forms for upgrading courses can be found online at the ADO page in MyTrinity.

(2) Enrollment in PhD/EDS or PhD/ICS Courses

Although PhD/EDS or PhD/ICS academic doctoral courses are listed at a doctoral level, they are not applicable to the PhD/THS degree except by approval. The approval of the PhD/THS Program Director and the appropriate Program Director are required for enrollment in PhD/EDS or PhD/ICS courses. PhD/THS participants must meet the appropriate prerequisites to enroll in the course. Program Directors may also require the participant to discuss the request for enrollment with the particular professor assigned to the course. Such substitutions are always subject to seating availability. See also "Program Minors" above.

Participant Records

The Academic Doctoral Office and the Records Office maintain copies of documentation related to the progress of participants in the PhD/THS program. Address changes and program correspondence should be submitted to *both* offices. Participants are encouraged to maintain copies of *all* correspondence and related documents during the duration of their degree program to substantiate program changes and milestones of completion. They are also expected to follow oral agreements made with any program personnel by writing a dated memorandum restating the agreement.

Participants are encouraged to track their courses by means of the course number rather than the course name, which changes on occasion.

Time Limitations and Degree Completion

The following time limitations serve as the completion parameters for the PhD/THS degree and its components. Any extension of these parameters requires special petition.

(1) Extensions for Course Assignments

The PhD/THS participant is expected to complete all course requirements during the semester a course is taken, except when courses are taken in the modular format. Participants who find themselves unable to complete course work by published deadlines may appeal to the instructor for an extension. Course instructors may grant extensions directly as arranged with the participant not to exceed 60 days beyond the end of the term during which a participant registered for the course. Extensions beyond 60 days must be arranged with the instructor, approved by the Program Director, and reported to the Academic Doctoral Committee. **If course work is not completed by the conclusion of the extension period, a grade of "F" will be assigned as the final grade for the course.**

(2) Degree Statute of Limitations and Program Continuation

All program requirements (course work and dissertation) for the degree are to be completed within seven years from matriculation.

Participants who are convinced that they will be unable to finish in seven years may apply in writing for a program extension prior to the end of the seventh year, which will give a maximum of three further years for degree completion. Such an extension will be granted only if the Program Director and dissertation mentor (where applicable) agree that the participant is making appropriate progress toward degree completion and that the area of research remains viable. In addition, the Program Director and mentor may make the extension contingent on specific further academic work. Such work may include, but is not limited to, (a) additional reading assignments; (b) the successful completion of one or more courses; (c) the successful retaking of the comprehensive examination; and (d) a new dissertation proposal. Failure to complete any of the assigned further academic work by the deadline(s) set by the Program Director and mentor will result in immediate and automatic dismissal from the program.

It should be noted that (a) no extensions beyond ten years from matriculation will be granted and (b) extensions beyond the seven-year period are by no means automatic – they are entirely at the discretion of the Program Director and dissertation mentor.

Students receiving extensions are charged continuation fees (see current catalog for fee amount) and are expected to pay these in full each semester. Those failing to keep their accounts current will be subject to administrative action.

(3) Leave of Absence

For extraordinary reasons (prolonged illness, serious family crisis, unusual work situation), a doctoral participant may be granted a leave of absence from the program. Request for a leave of absence is to be submitted in writing to the Program Director and the ADC for consideration. The letter must include the reason(s) for the requested leave of absence and be submitted during the circumstance, or as soon as possible after the event. A leave of absence may be granted on more than one occasion but is not to exceed two years in total. Once approved, the leave of absence will not be counted against the program statute of limitations (seven years). Similarly, the leave of absence will suspend the time related to continuation fees.

(4) Program Withdrawal

A participant who wishes to withdraw from the program should meet first with the Program Director and notify the ADO in writing of his or her intent to withdraw and the effective date of the withdrawal. A participant who does not register for two or more consecutive semesters is considered to have withdrawn from the PhD/THS program. PhD/THS participants failing to register are subject to continuation fees and may jeopardize their program status. Participants who withdraw, by intent or default, from the PhD/THS program and reapply are not guaranteed re-admission.

Private Study

In special circumstances, when participants have already registered and paid for the 54 hours of pre-dissertation work but have not completed all their requirements (such as but not limited to proving language proficiency, passing comprehensive exams, and/or completing the dissertation proposal), participants are required to register for Private Study in order to maintain their program enrollment. During a Private Study semester, the participant is required to spend at least 35 hours each week in full-time academic work.

Because it is expected that students will finish their program requirements in a timely fashion and in the proper sequence, students should recognize that Private Study will only be granted in exceptional cases. Permission to take a Private Study semester must be obtained by the Program Director.

Participants should be aware that, although Private Study status is considered "full-time" for purposes of continuing in the PhD/THS program, financial aid, loan deferments, scholarship awards, loan applications, and health insurance coverage may be affected. No student may take Private Study for more than 4 semesters.

3. ACADEMIC LIFE

Doctoral work is different from undergraduate or master's level study. The doctoral participant must take the initiative in the completion of the degree program. However, successful completion of the degree also requires close consultation with faculty advisors and interaction with colleagues in the program.

Program Director and Advisement

The Program Director normally serves as an advisor to incoming participants. The Program Director (usually in conjunction with the THS program scholar) is available to help ensure that the participant's selection of courses offers the best preparation for the comprehensive examination and the dissertation.

Once a dissertation committee has been selected, the first reader (mentor) then assumes the role of advisor. The dissertation mentor also chairs the participant's comprehensive examination committee and the dissertation defense. The Program Director participates in all dissertation proposal hearings, comprehensive examination committees, and dissertation defense committees.

Participants should take every opportunity to get to know their advisors. The more personal the relationship, the more effectively these faculty will be able to serve the participant and to offer guidance in the program. Individual counseling is usually arranged by appointment and should be initiated by the participant; no regular pattern is recommended by the Academic Doctoral Office, although the participant should inquire about the preference of the individual advisor.

Advisement and Faculty Sabbaticals

A faculty member on sabbatical is not considered available for comprehensive examination hearings, dissertation proposal hearings, dissertation defense hearings, or other purposes. The doctoral participant is encouraged to respect all faculty sabbaticals by not requesting or expecting meetings, office hours, or attendance at hearings.

The participant is responsible for initiating meetings with the mentor. If the participant plans to submit material or to seek counsel during the summer—or, under exceptional circumstances, during a sabbatical—it must be planned carefully, well in advance, and in agreement with the mentor. The participant is encouraged to complete the *Faculty Sabbatical Form* recording such an agreement and must submit it to the ADO **before** the sabbatical of his or her mentor(s) with the option clearly marked:

1. the faculty member makes himself or herself available for full consultation
2. the faculty member makes himself or herself available for limited consultation (the limitations must be specified)
3. the faculty member is unavailable for consultation and the second reader will take over
4. the faculty member is unavailable for consultation and the program participant will work independently on his or her dissertation for review at a later date

The ADO will not schedule a defense date during the sabbatical, unless the faculty member on sabbatical leave has given his or her written permission.

Changing Advisors

If a substantial reason for changing the dissertation mentor is discovered, the participant may initiate a request to do so after discussion with the mentor and the Program Director.

The Academic Doctoral Committee

The Academic Doctoral Committee (ADC) is the committee of the faculty charged with oversight of the academic doctoral programs, including that of the PhD/THS. The committee meets several times each semester to deal with an agenda of items concerning both policy and practice. Each of the three academic doctoral programs has a participant representative (a program colleague) who serves on the ADC.

The major task of the committee is to serve as an informed body of "advice and consent" with respect to participant recruitment and selection, faculty selection and assignment, curriculum substance and structure, and dissertation research standards and emphases. It may also be called upon by the Program Director or the Academic Deans to deal with extraordinary issues such as participant appeals and disputes about the meaning or implementation of policy.

Participant Petitions to the Academic Doctoral Committee

Participants seeking exceptions to program procedures should discuss the matter with the Program Director and/or Advisor. If it is deemed appropriate, the matter should be presented in writing to the Academic Doctoral Committee. Petitions to the committee must be submitted to the Academic Doctoral Office at least **ten business days** before the scheduled meeting in order for the petition to be included on the agenda. Petitions received less than ten days before a scheduled meeting will be held until the next scheduled session of the committee, which may be in a different semester or academic year. Appeals regarding grades and other decisions made by program faculty or the Program Director may also be made in writing to the committee.

Instructional Modes and Expectations

Course instructional methodologies vary according to the professor, subject, and class size. The seminar format requires participants to present and to respond to papers, as well as to interact with fellow participants and with the instructor. Advanced Electives may take the same format as seminars, or may be lecture-based.

Full-Term and Modular Course Formats

Seminars are offered in two basic forms: full-term courses and modular courses. Full-term courses follow the regular semester schedule of the Divinity School. Modular courses meet in a more concentrated format.

Seminar Preparation

Doctoral participants are encouraged to have read the assigned textbooks and other materials *before* the first class session. Reading the text materials in advance allows the seminar to begin with a common base of reading and reference. The professor can thus move more quickly into the dialogic mode, since explanation and orientation to the content can be reduced to a minimum. The participant who is unable to prepare appropriately is at a disadvantage. Developing the habit of obtaining textbooks toward the end of one semester and using the time between semesters to prepare for upcoming courses is strongly recommended. ***Failure to register sufficiently in advance for a modular class or to complete requisite preparation work for a modular class may result in ineligibility to register for or to remain in the class.***

The faculty teaching doctoral courses or seminars will rarely lead participants through text material chapter by chapter. Participants are expected to work through the readings as a matter of individual and shared reflection. At an appropriate time within the seminar, it is the responsibility of the participant to bring up insights or questions from the reading for clarification and discussion.

To assist in the preparation for a course, the Academic Doctoral Office begins receiving syllabi for the next semester's seminars midway through the previous semester. The bookstore generally has texts available for a seminar course 30 days prior to the beginning of the semester.

Community of Scholarship

Doctoral participants at TEDS are encouraged to abandon the competitive habits that have been accumulated and refined over many previous years of formal schooling. The idea of advanced study is to enter fully into the community of scholarship--giving and receiving ideas, information, sources, and materials. It is a mistake to believe that one's own scholarship can be advanced by hoarding resources and avoiding the sharing of one's reflections.

Doctoral participants are expected to enter fully into seminar and class discussions and to participate constructively in open hearings, dissertation proposal hearings, and dissertation defenses. These opportunities for organized interaction should be buttressed by a continuing inter-participant dialogue and by thorough preparation.

With the exception of ST 9100 Advanced Theological Prolegomena, ST 9110 The Theological Scholar, and departmental integrative courses (see "Dept. Integrative Courses and Advanced Electives" on page 12) the courses in the PhD/THS program at TEDS are planned in such a way as to reduce to a minimum the concern for sequence. Since all persons admitted to the program come with substantial but varied backgrounds, there are participants in each course and seminar for whom the subject matter is less familiar and others for whom it is more familiar. Each participant thus discovers some situations in which helping others is the appropriate role, and others in which being helped is important. This combination of roles in the learning community results not only from the differences in previous background and experiences but also from the deliberate decision in the PhD/THS program not to move participants through a standardized sequence of courses.

Study and Research Skills

The participant re-entering the academic process after an extensive period of vocational ministry may find his or her study and research skills--such as note taking, rapid reading, and research writing--in need of some improvement. Resources that participants may find particularly helpful in preparation include:

Study Skills for Adults Returning to School by Jerold W. Apps

Learning Through Discussion by Jerome Rabow

Style: Toward Clarity and Grace by Joseph M. Williams

Chicago Manual of Style

Guide to the Successful Thesis and Dissertation: A Handbook by James E. Mauch and Jack W. Birch

On Writing Well by William Zinsser

The Elements of Style by William Strunk and E. B. White

The Elements of Grammar by Margaret Shertzer

Manuals of Writing Style

The required manual of style for all projects and the dissertation, with the exception detailed below, is the latest edition of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. Additional format guidelines clarifying or superseding those in Turabian are found in the *TIU Style and Format Guide* which is available on one or more TIU web pages. Participants should cultivate early the habit of formatting their papers in accordance with Turabian and the *TIU Style and Format Guide*. All papers submitted for course work in the doctoral programs are expected to conform to these standards.

Students in the biblical tracks of THS will *not* follow Turabian or the *TIU Style and Format Guide* with reference to footnotes, bibliography, and abbreviations, but rather the latest edition of the *SBL Handbook of Style*. For the title page, other front matter, and macro-formatting, follow the *TIU Style and Format Manual*.

If a participant is in a quandary about particular style and format questions, he or she should carefully read the required manuals of style and then consult the document assistant. Frequently the best advisors are

program colleagues, particularly when the questions involve computer software programming. Participants are encouraged to read carefully the requisite published manuals *before* consulting office or faculty personnel.

Writers should note the current Trinity Evangelical Divinity School catalog Statement on Gender References in Speech and Writing, reproduced below:

In recognition of the divine act of creation whereby the imago Dei (image of God) has been equally given to women and men, the faculty of Trinity Evangelical Divinity School offers the following statement on gender references in speech and writing. We do this as a demonstration of the reality of our belief in the imago Dei and as an example of our serious desire to see all men and women treated with the worth and value with which both were invested since the creation of the world:

As members of the faculty of Trinity Evangelical Divinity School, and leaders in the Church of our Lord, we recognize that God has given His gifts to both men and women in the body of Christ. Therefore, as we teach in class, speak in the pulpit, or write our books and articles, we commit ourselves, before God, to be sensitive about the presence and needs of both sexes and the forms of address that will represent both genders rather than unthinkingly adopt potentially offensive conventions of speech. Our decision is based on the fact that God's gift of the imago Dei to both women and men has forever settled the question of their equal worth, value and meaningfulness as persons.

As believers desiring to support such an affirmation, we intend, by God's help, to avoid any unwarranted usage of exclusive language. We will seek to avoid referring to all men and women as if only one gender were in view when actually we are intending to address the whole group.

Furthermore, we pledge ourselves as faculty and administration to encourage students, staff members and the wider Christian community to use language and illustrations which include women and men in our teaching, writing, witness, and worship.

English Writing Skills

Participants whose mother tongue is not English are expected to demonstrate a level of English proficiency at the time of admission into the program. However, the TOEFL and other instruments used in this assessment are often inadequate indicators of a participant's English writing skills. Participants should be aware that seminar papers and the final draft of the dissertation are expected to be not only proper in style and format, but also well-written and correct in their use of English grammar and idiom. These expectations may necessitate assistance for some participants with the English language details of the dissertation.

Though the dissertation mentor will be helpful in these situations, it is not the mentor's responsibility to re-write the dissertation or to make detailed corrections to the draft. Moreover, if the participant's English is particularly obscure or problematic, the mentor *may* require him or her to correct and to improve early drafts as well as the final draft. Participants needing help with their English writing skills are encouraged to make private arrangements for assistance.

Grading and GPA

Only grades of B- or higher in any course will count toward completion of the PhD/THS degree. Grading scales for the doctoral program are the same as those used for other courses at Trinity, cf. the Divinity School Catalog.

The grade point average (GPA) for the PhD degree will include only the courses that apply toward the degree. This program GPA will not include courses applied towards Advanced Standing. The student's cumulative grade point average will include all doctoral courses taken at TEDS, but will not include undergraduate level language courses. If credits earned prior to matriculation (advanced standing) have been approved as applicable to the degree, they are noted as *credits earned*, but not calculated into the GPA.

Copyrighting Projects, Instruments, and Protocols

An author's unpublished manuscripts are protected by federal statute against unauthorized use from the moment they are produced in tangible form, e.g., typed or printed (Copyright Act of 1976; title 17 of the United States Code). The author owns the copyright of an unpublished manuscript and has all the rights associated with the copyright of a published work until copyright is formally transferred. For further information see <http://www.loc.gov/copyright>

Publishers, however, may be unwilling to accept in the transfer of copyright any unpublished material onto which notification of copyright has not been affixed (the copyright symbol with year of publication and the author's name). Substantial blocks of text and/or graphics original to an author are especially vulnerable at the time of transfer of copyright.

Therefore, in cases where the participant anticipates the use of a project, instrument, or protocol in a future published work, copyright should be indicated on the work itself and registered with the US copyright office through UMI at the time when the final dissertation copies are submitted to the Academic Doctoral Office. On the document itself, simply use one of the following formats according to the capabilities of your word processor and/or printer:

© 2009 by Author Name

-or-

Copyright 2009 by Author Name

Please respect the copyright protection that is accorded to all unpublished manuscripts--including all syllabi, handouts, papers, etc. --received in classes from faculty and fellow participants as well as the written proposals and dissertations in the Doctoral Research Room. Request permission from the appropriate author(s) before reproducing any of these materials.

Academic Integrity

The community at Trinity Evangelical Divinity School is committed to integrity in all areas of life. Academic integrity is essential in the search for and promotion of truth. This pursuit of truth, while being an important goal in itself, is integrally connected with other essential beliefs foundational to the TEDS community: (1) all individuals, being in the image of God, are to be respected for their intellectual contributions; (2) the development of one's God-given talents is the responsibility of every individual, and excellence brings glory to God; and (3) relationships within our community are to be nurtured in an environment of trust.

Therefore, no form of plagiarism and cheating will be tolerated within the TEDS community. Plagiarism and cheating have a negative effect on the entire TEDS community in that they do not promote truth. Instead, they break the relationship of trust, discourage individuals from developing creative talents, and erode the moral fiber so vital in an academic community.

Any participant who breaks the standard of academic integrity by cheating or by committing plagiarism will be dealt with severely by the professor involved and will be reported to the Program Director. This may result in a failure of the course, expulsion from the institution, or the revocation of a degree already granted by TEDS.

All participants are required to have on file in the ADO a signed *Academic Integrity Form*. This form is available on the ADO website.

Cheating

Cheating is a form of deception. It may take many forms: the copying of as little as one word from someone else's quiz or exam; the *unauthorized* use of notes, previous exams, books, work one has done for one course in another course, or any other materials; having another participant take one's exam; the submission of someone else's work to fulfill a course requirement; the reporting of material as having been read that was not actually read; etc.

Plagiarism

Plagiarism gives the impression that words or ideas in one's writings are one's own, when in reality they have been taken from someone else's written or oral work. One plagiarizes when, intentionally or not, one uses another person's words or ideas but fails to credit that person. Plagiarism takes many forms, but all of them involve the taking of what rightly belongs to someone else. In other words, plagiarism is "stealing" and, hence, a breach of ethics and academic integrity.

Intentional Plagiarism of Words (absence of quotation marks or block quotation with proper reference to the source), as is the case in the following example where the writer prefaces the above material with a couple of introductory words (italicized).

ORIGINAL SOURCE	PLAGIARISM
<p>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation.</p> <p>You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</p>	<p><i>I believe that one plagiarizes</i> when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation (see further Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, <i>The Craft of Research</i> [Chicago: University of Chicago Press, 1995], 167).</p> <p>Comment: This example illustrates intentional plagiarism by the lack of quotation marks and/or block style with footnote!</p> <p>Another example of plagiarism is the use of words that are so close to the source, that if one were to place one's writing next to the original, it would be obvious that it could not have been written without the source at your elbow (see further Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, <i>The Craft of Research</i> [Chicago: University of Chicago Press, 1995], 167).</p> <p>Comment: This example illustrates a freer reworking of the original, but it is plagiarism!</p>

Intentional Plagiarism of Ideas (by developing an idea that originates with someone else as a part of one's argument, even when a reference is made to the source), as is the case in the following example.

ORIGINAL SOURCE	PLAGIARISM
<p>You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</p>	<p>The "elbow rule" is the norm by which you can check yourself against plagiarism. When you place your writing next to the original and the similarities are so great that it is impossible that you could have written it without the use of a source right in front of you.</p> <p>Comment: The author does not give credit to the source of his or her idea. It is apparent that he has "stolen" it from the original source!</p>

Intentional Plagiarism of Papers, Abstracts, etc. (this includes the purchase or copying of someone else's paper, abstract, or thesis--including material from the Internet--and the submission thereof as if it were one's own).

Indirect Plagiarism of Words (a paraphrastic use of some else's words, even when loosely reworded; a wording of the material that suggests it is your own), as is the case in the following example.

ORIGINAL SOURCE	INDIRECT PLAGIARISM
<p>You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. You plagiarize even when you do credit the author but use his or her exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if your work were placed next to the source, it would be obvious that you could not have written what you did without the source at your elbow.</p>	<p>Plagiarism may be intentional or unintentional. Plagiarism is the use of the words or ideas of someone else, not giving credit to the author. Plagiarism even takes place when citing an author, while taking over his or her exact words without using quotation marks or block indentation. The test of plagiarism is your work would be obvious that you could not have written what you did without the source, when your work is placed next to the source (see further <i>The Craft of Research</i> [Chicago: University of Chicago Press, 1995], 167).</p> <p>Comment: The paragraph is a paraphrastic reworking of the original source by changing the wording and by the lack of quotation marks and footnotes.</p>

While intentional plagiarism is a serious offence to the community's standards, indirect plagiarism is no less so. Paraphrastic rewording of someone else's ideas creates the false impression that the ideas are one's own. No participant can justify plagiarism, whether such justification comes from a cultural background that tolerates some form(s) of the practice, from inadequate preparation in writing papers or in doing research, or from a lack of awareness of the community's standards.

Refer to the following volumes for further information on plagiarism.

The Modern Researcher by Jacques Barzun and Henry F. Graff

The Craft of Research by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams

A Christian Writer's Manual of Style by Bob Hudson and Shelley Townsend

Writing Research Papers: A Complete Guide by James D. Lester

A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian

Institutional Resources

TEDS makes available a number of resources that are important for those pursuing research doctoral programs. These resources include the campus library, library networking services, and doctoral research areas.

TIU Roling Memorial Library

The TIU Roling Memorial Library is the hub of the participant's research efforts. The participant is expected to be familiar with specific research tools, bibliographical services, subject indexes, abstracts, directories, dissertations, journals, and computer-based search systems.

The TIU Roling Memorial Library was built in 1973 and enlarged in both 1985 and 1995 when it was combined with the college's Lew Library. Current holdings number more than 204,000 volumes of books, 140,000 volumes of microforms, and about 1,400 current periodical subscriptions. The Library also includes archives of two outstanding evangelical scholars: Dr. Carl F. H. Henry and Dr. Wilbur M. Smith.

The library catalog (TrinCat) is available on-line through the website www.tiu.edu/library or MyTrinity page at <http://mytrinity.tiu.edu/>. Many online research databases are available including WorldCat, ATLA, ERIC, PsycInfo, Digital Dissertations, Historical Abstracts, Philosopher's Index as well as numerous electronic journals. Access to these databases outside the campus requires your TIU username and password.

(Please contact Information Technology Department for your username and password. See “Electronic Communication.”) Access to your library account to see what books you have checked out and to renew books online can also be done through the library website with your student ID number and last name.

I-Share

TIU belongs to a consortium of Illinois academic libraries known as I-Share. I-Share libraries freely exchange their books with other I-Share libraries. For books not at TIU, an I-Share request should be the first attempt at borrowing. For help placing an I-Share request, see one of the reference librarians. Only if there is no available copy through I-Share should an interlibrary loan request be placed.

Interlibrary Loan

Materials not available in the TIU library or through an I-Share library usually can be obtained from other libraries. This service provides book loans as well as the photocopying of periodical articles. Interlibrary Loan (ILL) can take from one to two weeks depending on the location of the lending library. Trinity belongs to the Association of Chicago Theological Schools (ACTS, See “Chicago Area Libraries” below), which can provide books in as few as four days. The majority of ILL’s are initiated through on-line electronic databases. There is no limit on the number of requests, but the participant is responsible for paying for all photocopies. Most books do not have fees. All ILL articles will be charged a \$1.00 fee which will be added to the participant’s account. A notice will be sent to the participant’s school assigned email account with a PIN number. The participant can then use the PIN number to access the article online, which will require Adobe Acrobat Reader (version 3.0 or higher). Reference Librarians can assist participants in ordering ILL material. Questions regarding outstanding requests should be directed to the Interlibrary Loan Desk.

Theses and Dissertations

Proquest/University Microfilms (UMI) makes available copies of nearly all doctoral dissertations and some master’s theses submitted in the United States and Canada. TREN (Theological Research Exchange Network) makes copies of theological theses and dissertations available. Both have electronic indexes available on-line. Please ask a Reference Librarian to assist you in searching these resources.

Chicago Area Libraries

The Chicago area, given its combined library resources, is among the four best areas in the United States to do research. The Roling Library is a member of a consortium, Association of Chicago Theological Schools (ACTS), which extend borrowing privileges to each other’s students. A special ACTS library card is needed to use these other libraries. The card is available for free at the Circulation Desk. Trinity also has access to an international library catalog called WorldCat.

Study Carrels

Study carrels are available in the Roling Library for doctoral participants. Participants are to apply for the carrels at the beginning of the program and to check out the carrels every semester at the Circulation Desk.

THS Research Room

The THS research room, located in the basement of Roling Library, provides resources (dissertations and dissertation proposals) to assist program participants. These resources are for use in the research room only. None of the dissertations or dissertation proposal material should be removed from the room.

Appropriate Technology

The use of appropriate technology in the form of computers and cassette recorders is strongly recommended in the academic doctoral programs. Participants are urged to make every effort and sacrifice necessary to have access to such technology. The use of a computer not only makes the participant's tasks easier and more efficient, but the storage of data also makes the results of doctoral studies more accessible in the future. Applicants should be able to use a current word processing program such as WordPerfect or Microsoft Word. The word processor of choice at Trinity is Microsoft Word.

A limited number of computers for participant use are available in the campus computer lab which is in the TIU Roling Memorial Library. Campus network connections are accessible in the library computer lab and the Graduate Student Center (by the White Horse Inn in the lower level of the A.T. Olson Chapel). Wireless networking is available in the Rodine Building, the Gundersen Academic Building, the Roling Library, and the Graduate Student Center.

Updated Program Information

Current information on the PhD/THS program, professional meetings, placement opportunities, communications from the Academic Doctoral Office, and schedules for participant hearings are posted or published through several media.

Program Bulletin Board

An information bulletin board for the PhD/THS program is located in the hallway outside the Academic Doctoral Office in the Lee International Center. The bulletin board is updated with course schedule changes, program notices, and other pertinent notices. Participants are responsible for checking this board for current program news.

Doctoral Hearings Board

The schedule of open forum doctoral hearings in all three programs, including PhD/THS dissertation proposal hearings and defenses, is posted on the Hearings Bulletin board outside the Academic Doctoral Office and on the ADO website. The schedule includes hearing times, dates, places, and participating faculty.

ADO MyTrinity Page

The University maintains the web site called MyTrinity (<http://mytrinity.tiu.edu>). Within this site, there is content related to the ADO and PhD programs. When you navigate to the "PhD Acad Doc" page (found under TEDS Academics), you will find a variety of materials such as ADO phone numbers and office hours, program newsletters, participants lists, course schedules and syllabi, downloadable forms and manuals, a list of program scholars and their working hours, and much more. Some of the material is password-protected. Contact the ADO for the current password.

Form Rack

Program schedules, forms, registration procedures, and other pertinent THS program forms and handouts may be found in the form rack located in the hallway outside the Academic Doctoral Office in the Lee International Center. Forms can also be downloaded from the ADO website.

4. PARTICIPANT LIFE

Academic doctoral participants, spouses, and families are encouraged to become involved in the activities of the Divinity School. These activities include chapels, doctoral fellowship groups, the Trinity Wives Fellowship, concert series, special institutes, conferences, and lectureships.

Doctoral Orientation

Orientation for new participants is usually held during the week classes begin in the Fall and in the Spring semester. New participants find this orientation an invaluable time of information-gathering, as well as an opportunity for fellowship with other incoming participants, program scholars, Program Directors, and ADO personnel. The orientation addresses many details regarding the PhD programs, including policies, registration procedures, doctoral research library orientations, and other related issues. All new PhD/THS participants are expected to attend.

Social Events

In addition to the general events of the entire TEDS community, faculty and students participating in the doctoral program, along with family and friends, are invited to take advantage of scheduled times of social fellowship as well as informal occasions during the daily routine of academic life. The program's philosophy of cooperative learning sets a premium on healthy interpersonal relationships.

Professional Associations

Participation in professional organizations is essential in order to stay abreast of current trends in scholarship and theological education. Participants are urged to participate in appropriate professional organizations by subscribing to journals and by attending regional and national conferences, many of which are held in the Chicago area. Representative groups include the following: the Evangelical Theological Society, the American Academy of Religion, and the Society of Biblical Literature.

Participant Networking

The Academic Doctoral Office makes available on its web page a list of current PhD/THS program participants and graduates as a reference guide in contacting colleagues regarding academic and professional matters. The network of colleagues in the TEDS Academic Doctoral programs is world-wide.

Participant and Spouse Audit Benefits

Participants should examine the current Catalog for information about audit benefits. Enrollment priorities for degree-seeking participants frequently eliminate space for auditors in doctoral seminars. Spouses may audit Advanced Electives doctoral courses but are generally not permitted to audit seminars.

Full-time PhD participants may audit without fees the same number of units in which they are enrolled for credit. The spouses of full time PhD participants may audit without fees the same number of units as the participant is enrolled in for credit.

All audits at the masters or doctoral level may be subject to the usual restrictions of prior written instructor approval and adequate space.

Program Scholarships, Departmental Fellows, and Graduate Assistant Opportunities

Each year, the Program Director selects one PhD/THS program scholar who will assist the director and the ADO for 10 hours per week in a variety of capacities. This award will go to an incoming full-time participant and may be renewed for a second year at the discretion of the Program Director.

Several teaching and department fellowships are available each year through the Divinity School, especially within the Old and New Testament departments. Participants interested in these fellowships should speak with the relevant department chair.

Occasionally, teaching opportunities arise at Trinity's College of Arts and Sciences. Inquiries regarding teaching opportunities should be addressed to the Academic Dean of the college.

The Division of Open Studies utilizes doctoral participants both to teach and to grade papers for courses at extension sites. Inquiries regarding these opportunities should be made to the Vice President of DOS.

Doctoral participants are often in demand as Teaching/Graduate Assistants to faculty members. Responsibilities vary and the wages are modest, but participants are offered an opportunity to become personally involved in the academic and administrative responsibilities of individual professors. Graduate Assistants are frequently involved in faculty projects and occasionally have the opportunity to teach classes. Interested participants should contact the TEDS Associate Dean.

Teaching ministry opportunities are often available through a participant's local church, but other possibilities may be explored through the Field Education office. For other employment opportunities, the participant should contact Career Services.

Financial Aid

Most participants find they cannot finance their education with only one source of income and must use some combination of personal savings, scholarships/grants, loans, and part-time employment. The Financial Aid Office seeks to assist participants who have been admitted to TEDS by informing them of the resources available. Questions regarding financial aid should be directed to the Financial Aid Office (847.317.8060).

Placement

Though the participant is ultimately responsible for his or her own placement, the Academic Doctoral Office assists participants seeking placement in teaching positions through a Placement Bulletin Board as well as through the publication and distribution of an annual Résumé Booklet. Placement opportunities in churches are generally posted in the Placement Office.

Announcements of employment opportunities, when received in the Academic Doctoral Office, are posted on the Placement Bulletin Board in the Lee Center. Participants are encouraged to submit such announcements to the office as they become aware of them in their own circles. In addition, a Résumé Booklet of candidates seeking placement in higher education is developed each fall and mailed to approximately 250 institutions throughout North America.

Teaching opportunities are often limited. Participants seeking placement should notify the Program Director and Advisor and seek the assistance of faculty members within the TEDS community. Participants should also consult placement sources such as the *Chronicle of Higher Education* newspaper, *Christianity Today* magazine (for listings of teaching opportunities), and the Christian College Referral Service. Some additional resources are available through the ADO web page.

Campus Services

Trinity Evangelical Divinity School provides a number of services for participants and/or participant spouses. Participants should contact each of these services directly for assistance.

Participant Housing

Participants desiring to live on campus during their doctoral studies should contact Institutional Services: Campus Housing Coordinator at 847.317.7135. Requests for housing are accepted *only* after a participant has been admitted *and* submitted the tuition deposit as verification of his or her intent to attend TEDS. Doctoral participants living on campus must be full-time participants. All residents in the academic doctoral programs are eligible for no more than four years of on-campus housing (may be less than four years if they move on campus after matriculation).

Participants desiring to live off campus should contact the Admissions Office's Event and Visitor Coordinator at 800.345.TEDS (800.345.8337) for information on housing in the area. The Transition Coordinator may also be able to provide information on local employment opportunities.

Campus Mail

The Campus Mailroom provides mail services to all participants at posted hours. THS participants are assigned a campus mailbox at the beginning of their program. They can contact the Campus Mailroom for their mailbox number and the key/combination to their mailbox and should inform the ADO of their mailbox number. To maintain their box, they are expected to check it regularly. Upon graduation or permanently moving from the area, they must close their box and provide the Campus Mailroom Office with a forwarding address. United Parcel Service is available through the Trinity Bookstore.

Trinity Bookstore

The Trinity Bookstore stocks copies of textbooks for the current semester and sometimes has copies of textbooks from previous semesters. Generally textbooks for the upcoming semester are not available until approximately 30 days before a semester begins.

The Trinity Bookstore will bill and ship books directly to a participant upon request. Books are shipped via UPS to street addresses (not P.O. Boxes) in the United States, as well as by mail to other countries. To have books billed and shipped, contact the bookstore directly (800.456.7323).

5. THE COMPREHENSIVE EXAMINATION

The Written Comprehensive Examination

PhD/THS participants nearing the completion of their course work in the program take the comprehensive examination. The comprehensive examination may not be taken until the dissertation committee has been formed, entrance deficiencies have been removed, and language requirements have been met (Greek, Hebrew, German, French).

The written examination is scheduled for 4 three-hour sessions within a seven day period (no additional time is allotted for participants for whom English is a second language). The written examination includes a total of four papers. Three papers focus on the participant's field of concentration and the fourth paper is designed to provide an opportunity for the participant to demonstrate integrative theological reflection. A participant in consultation with his/her mentor, may take the first paper no more than three months before the set of the latter three papers. If satisfactory, he/she may proceed to take the remaining three papers.

The chair of the dissertation committee will write the examination in accordance with departmental guidelines. He/she will evaluate the papers together with the second reader (and third reader, if applicable) and report the results to the director **within one month** after receiving the examination from the ADO (except during the summer months; see also "Advisement and Faculty Sabbaticals" above). The ADO will communicate with the participant as to the outcome of the examination.

Papers One, Two and Three

The first three papers of the comprehensive examination evaluate the participant's knowledge and understanding of the entire field of his or her specialization. The examination committee takes special note of the participant's doctoral class work and part of the examination focuses on the participant's area of intended dissertation research.

The comprehensive exam preparation course that is a component of the PhD/THS course work provides focused study for comprehensive exam preparation. However, participants should begin preparing for the exam at the beginning of their course work. Each department supplies a reading list to aid participants in their preparation for the Comprehensive Exam (see the THS Comprehensive Exam Guides on the THS Page of the ADO website).

Paper Four

The nature of the fourth paper of the comprehensive examination is integrative. The chair of the dissertation committee will write a question or questions that engage with recent issues within the discipline and/or area of research. The question(s) probe(s) the participant's ability to think biblically, theologically, and integratively and the participant is expected to interact extensively with recent literature in his or her concentration. The examinees will be given a directive similar to the following:

Describe how your evangelical theological convictions will inform your methodology as a scholar in your field. Reflect on these matters at a level appropriate for a theological PhD candidate.

The Oral Examination

The comprehensive examination committee *may* also request an oral examination of the participant in addition to the four papers of the written exam. If an oral examination is requested, the committee chair will ask the office to schedule the hearing and the participant will be notified. The oral exam may be confined to the written exam, or extend more broadly. Such an oral examination, if required, is a closed hearing.

Scheduling the Comprehensive Examination

Comprehensive examinations are arranged with the ADO, with whom the participant should file the Comprehensive Exam Request Form. Students desiring to take comps in September must submit this form by **August 15**; those wishing to take comps in January must submit this form by **December 15**; those taking comps in the summer must submit this for by **January 31**. For all other exam dates, this form must be submitted in the first two weeks of the semester in which the Exam will be taken. Forms submitted by participants who do not have a dissertation committee cannot be accepted.

Each semester and during the summer, two or three series of exam dates are available for the written comprehensive exams and these dates are posted on the ADO website. Exams are proctored in a large room, generally the Lee Conference Room.

Reading List with Suggestions for Comprehensive Exam Preparation

The ADO website has all reading lists and help guides for the comprehensive examination in each of the four concentrations. The participant is encouraged to go to the THS Comprehensive Exam Guides found on the ADO website. These lists and guides are updated whenever changes have been approved by each department.

Specific Guidelines for the Written Examination

Participants are permitted to use an unmarked Hebrew or Greek Bible (no dictionaries) for papers one, two, and three of the actual writing session of the exam. For paper four only, they are permitted to take any of the following into the exam: an unmarked Hebrew, Greek, and English/native language Bible, but no notes.

On the day of each exam, participants should arrive no later than 10 minutes prior to the exam start time.

Participants not arriving prior to the start time will not be permitted to sit for that exam period.

Interruptions once the exam has begun will not be permitted.

Exams may be handwritten or typed on ADO-supplied computers. If a participant wishes to use a computer to write the exams, he or she must notify the ADO in advance. If the exam is handwritten, the ADO will make a copy thereof and return the original to the participant. Within three days after the last exam, the ADO must receive typed copies of all exams. If at any point the typed copies are found to differ from the handwritten exams, the entire set of exams will be rejected and disciplinary action may be taken for violation of the institution's policy on Academic Integrity.

Participants may take breaks as needed during the three-hour session. At the conclusion of the testing period, the exam will be collected by the ADO. Additional time is not permitted.

The Comprehensive Examination Committee and Exam Assessment

The comprehensive examination committee normally consists of the dissertation mentor, the second reader, and the Program Director. The dissertation mentor serves as the committee chair.

The committee assesses the participant's examination work and decides on one of the following options: clear pass, pass with recommendations (no additional work is required, but the committee provides specific advice about future work, pass with requirements, or fail. In the case of a fail, it cannot be assumed that the participant will retake the exam after further work. The committee may recommend to the director that the participant should proceed no further in the program. The ADO will inform the participant, in writing, of the outcome of the comprehensive examination.

The comprehensive examination and any conditions connected with its passing must be completed before candidacy is awarded.

6. CANDIDACY AND THE DISSERTATION

Each candidate for the PhD/THS degree must submit an acceptable dissertation. The dissertation enables the participant to demonstrate original, creative research--going well beyond the requirements of a course paper--into an academic project that advances understanding of the field in a new way. In principle, therefore, a good dissertation will be publishable (certainly in the form of an article or articles) and worthy of setting its main argument before the scholarly community.

The dissertation is the centerpiece of the doctoral enterprise. The topic should be chosen wisely, the proposal should be written after extensive appropriate reading, and the research should be done carefully and thoroughly.

Major Emphases for Dissertation Research

Participants indicate a field of research interest in their application for admission into the program. Some participants come with a clear dissertation proposal already formulated, others have a general area of interest, and others have neither of the above.

While course work exposes participants to a variety of topics and greatly develops their understanding of their field, participants are strongly advised to settle on an area (not necessarily a precise topic) of research as early in the program as possible. When the area is selected early, the intellectual gestation process can begin to develop the ideas that will be put into writing when course work is over. Such timing will also aid in the selection of course work, enabling specific dissertation-related activities to be undertaken in preparation.

Thus, while candidacy is necessary before participants can enroll in dissertation research courses, every participant is expected to begin preparatory research on the topic of the dissertation early in the program. This is specifically encouraged by: (a) the fact that a dissertation committee can be assembled at any point in the program; and (b) the fact that a dissertation-related element is present in the comprehensive examination.

Dissertation Committee

The dissertation committee evaluates and judges the dissertation proposal and oversees the final oral defense of the dissertation. The dissertation committee normally consists of the dissertation mentor, the second reader, and the Program Director. Participants need to be aware that the mentoring process will differ markedly from one case to another.

Role of the Dissertation Mentor

The dissertation mentor (often referred to as the first reader) is the key advisor of the participant in his or her dissertation research. It is in the mentor-participant relationship that different patterns of working will be most evident among faculty, and that candid discussion of the way in which the project is to be managed will be most important. Some mentors may wish to see written work from the participant very frequently, especially at first, while others may not. At a minimum, each section or chapter should be submitted upon completion for comment. Participants may reasonably expect such portions to be read and returned expeditiously, though this process will be aided if the mentor is notified of when the draft may be expected. If perceived problems or excessive delays arise, it is the participant's responsibility to communicate these issues first to the dissertation mentor and then, if resolution cannot be obtained, to the Program Director. See also "Advisement and Faculty Sabbaticals" above for additional information.

A special responsibility of the mentor is to aid the participant in the preparation of successive drafts of the proposal, to ensure not only that it gains approval but that it can form the groundwork of a successful dissertation.

Role of the Second Reader

The Dissertation second reader is much less involved in the preparation of the dissertation than the dissertation mentor. The participant should have initial discussion with the second reader about the scope and form of the project, perhaps meeting together with the mentor at this stage. The participant should thereafter initiate only occasional interaction with the second reader until a full draft of the dissertation is completed.

The second reader should be given ample opportunity to comment on a full draft before it is finalized. This allows the second reader to raise serious questions at this stage, so as to give the participant an opportunity to take them into account before the dissertation defense. An exception may arise when a second reader has been selected to complement the expertise of the first--perhaps even from another department. In this case, he or she may play a more active role in the mentoring process, perhaps with reference to particular parts of the dissertation. This option will be fully discussed at the outset of the project in appropriate cases.

Role of the External Reader

An external reader from another institution may be invited to read the dissertation in addition to the committee from TEDS. There are several reasons for having an external reader: (1) participant and program alike benefit from an expert outside assessment, often by a scholar who is not an evangelical Christian; (2) the participant may be able to call on the external reader for an academic reference; and (3) Trinity's standards of dissertation assessment are continually being informed by these external reports.

The external reader will be invited by the Program Director after consultation with both the participant and the dissertation mentor, generally a number of months before the dissertation defense. Normally, the external reader will not take part in the dissertation defense, but in some circumstances he or she may be invited to do so.

In exceptional cases where the dissertation mentor or second reader is from another institution, a third reader may be appointed from Trinity.

Dissertation Research Proposal

A carefully designed proposal is required of all participants before they begin the research and writing of the dissertation. The purpose of the proposal is to protect the participant from attempting an ill-conceived project. When a thorough proposal is prepared, the management of the research and writing of the dissertation is greatly facilitated.

The proposal should outline the proposed research topic with

1. a review of the literature,
2. a succinct thesis statement (be sure that the thesis statement is justifiable and falsifiable without further qualification) or research problem,
3. the research methodology,
4. a projection of the significance of the project,
5. a chapter-by-chapter account of the proposed research with proposed page numbers for each chapter,
6. bibliography (be sure to highlight recent articles, monographs, and dissertations that pertain to the topic).

The thesis or research problem should be sufficiently restricted to allow a focused dissertation to be written on the topic, but not so narrow that it could be covered in an article instead. The proposal must not exceed 20 pages in length, including the bibliography (which should be approximately 5 pages).

Dissertation proposals must be in full accordance with TIU format requirements (for those in THS biblical tracks see “Manuals of Writing Style” above) and in good English style (which may require language assistance for some participants).

The proposal may only be scheduled after:

1. The *Dissertation Committee Form* has been approved and submitted,
2. All entrance deficiencies have been removed,
3. All language requirements have been met (Greek, Hebrew, German, French),
4. The comprehensive exam has been written (unless the mentor advises the participant to proceed with the proposal first).

A one-page précis that includes the title, thesis statement, relevance of the topic, major conversation partners and outline of the chapters needs to be submitted to the Academic Doctoral Office with the dissertation proposal two weeks before the scheduled hearing. The one-page précis is to be duplicated and distributed to the THS participants who attend the hearing so that they can better understand the issues that come to the fore in the hearing.

Protection of Human Rights in Research Policy

Trinity Evangelical Divinity School is concerned with the moral responsibilities involved in the rights and welfare of human subjects in all research, class projects, and related activities. This concern includes the protection of rights to privacy, the need for informed consent, the protection of confidential data, and protection against physical, psychological, spiritual, social, and legal risks. The safe-guarding and confidentiality of records and data collected on individuals and groups, the use of such data by the investigator conducting the original research or by other investigators, and the use of the data at a later time are all within the scope of this policy.

Specifically, if your proposed dissertation research will involve human subjects (e.g., questionnaires or interviews) you must carefully read the full human rights in research policy statement in the EDS or ICS handbooks and obtain a "*Human Rights Research Protocol*" from the ADO website. This form must be filled out and returned to the ADO for review by the Protection of Human Rights Committee.

Scheduling Dissertation Proposal or Defense Hearings

Hearing Request Forms for scheduling the dissertation proposal and dissertation defense hearings are available at the ADO website.

- If students plan to defend their proposal or dissertation *on or before Oct 15* (for the Fall semester) or *on or before Feb 28* (for the Spring semester), the hearing request form is due **forty days** in advance of the requested hearing date. This may mean that the request is due *before* the beginning of the semester.
- If students plan to defend their proposal or dissertation *after Oct 15* (for the Fall semester) or *after Feb 28* (for the Spring semester), the hearing request form is due during the **first two weeks of the semester** in which the hearing is to be held.
- Summer hearings are only scheduled under special circumstances as summer/sabbatical faculty are generally not available for hearings. In such situations, the student must personally obtain the approval of the faculty member on sabbatical and/or of the entire committee in the case of summer hearings. Without such permission, the ADO is unable to schedule a hearing in the summer or a hearing that includes a faculty member on sabbatical. Students with permission to do a summer hearing must turn in their request during the **first two weeks of the Spring semester**.

It is the student's responsibility to submit requests with sufficient time for processing. Late requests may be rejected. No proposal hearing will be held unless the first reader has signed off on the proposal **one month** before the proposed hearing date. Scheduled hearings (Proposal or Defense) may be rescheduled if the

final proposal or defense copy of the dissertation is not in the Academic Doctoral Office 14 days *prior* to the hearing date. Participants are encouraged to schedule a style check with the document assistant before scheduling the dissertation defense, though such a check may not actually take place until the day of the defense.

In the event that a scheduled proposal or defense hearing must be rescheduled, a serious delay may result. The responsibility of rescheduling canceled hearings falls to the participant.

Though the dissertation defense hearing is scheduled for the semester in which the defense draft of the dissertation is submitted, it must take place *no later* than **November 15** for December graduation, **April 15** for May graduation, and **July 15** for August graduation.

At no time will a dissertation defense be scheduled before candidacy has been granted.

Dissertation Proposal Hearing

Once a proposal has been drafted to the satisfaction of the dissertation advisory committee, application may be made for a hearing at which the proposal will be considered. Eligibility to schedule the dissertation proposal hearing generally requires the successful completion of the major comprehensive examination.

The proposal hearing is an open forum--other faculty and active participants in the scholarly community may attend and participate (family and friends, however, may not attend). The participant makes a short oral presentation of the research project, engaging in discussion with the committee members and other participants. The dissertation advisory committee then meets in executive session to discuss the proposal, either passing it, passing it with minor revisions, passing it with major revisions (which may or may not require a further hearing) or marking the proposal as a fail. Participants may tape record the proposal hearing.

If the proposal needs revision, the participant must submit to the dissertation advisory committee and Academic Doctoral Office a copy of the revised draft. The proposal as approved serves as an agreement between the committee and the participant regarding the dissertation research.

At the time of the dissertation proposal hearing, a style and format check with the document assistant is recommended to ensure conformity to matters of style. The format check should include all preliminary matter, the sample text, and all back matter.

Requirements for Candidacy

A well-established tradition in doctoral study makes a distinction between participants who are admitted to doctoral study and those who, at a later date and after fulfillment of specific portions of the requirements for the degree, are admitted to candidacy for the doctoral degree. Candidacy marks the point at which the participant is considered capable of making original contributions to scholarship in his or her field of study. Candidacy for the PhD/THS degree at TEDS is granted after all requirements (including the comprehensive examination) have been completed for the degree--with the exception of the dissertation. Once candidacy is granted, the participant may enroll in the first Dissertation Research course.

Admission to the Doctor of Philosophy in Theological Studies program does not guarantee acceptance into candidacy for the degree. A participant will be certified as a candidate for the degree only after having satisfied the following requirements:

1. Fulfillment of all deficiencies and prerequisites indicated as conditions for admission.
2. Successful completion of a minimum of 54 hours of courses (including at least 28 hours in seminars and the approved education and research methods courses) with a grade of "B-" or higher in each.
3. Achievement of a cumulative grade point average of 3.2 or better.
4. Successful completion of the minimum residency requirement of four semesters, which includes two consecutive semesters of full-time (minimum of 9 hours) course work.

5. Successful completion of all Post-Admission Examination (PAE) deficiencies and requirements, demonstrating proficiency in all four required languages--Greek, Hebrew, German, and French (or approved substitutes).
6. Successful completion of the major comprehensive examination and any conditions connected with its passing.
7. Successful completion of the colloquia requirement.
8. Successful completion of any required revisions to the dissertation research proposal once it has been accepted.

Filing for Candidacy

The PhD/THS participant applies for candidacy status following the successful completion of all degree requirements and any admission deficiencies, except the completion of the dissertation. **The participant is responsible for initiating the candidacy process** by completing and submitting the "*Candidacy Request Form*" online at the ADO page in MyTrinity. The Academic Doctoral Office will process the application in coordination with the Records Office. If the participant has met all candidacy requirements, the ADO will report his or her candidacy to the Academic Doctoral Committee. **The participant must receive candidacy status before registering for the first course of dissertation research (__ 9991).**

Registration for Dissertation Research

After candidacy is granted, the participant is eligible to register for the 6 hours of Dissertation Research (__ 9991) and is to be engaged in the research and writing of the doctoral dissertation. __ 9991 does not involve class attendance, but instead relates to the participant's research for and writing of the dissertation. A student taking 3 or 4 hours of __ 9991 is automatically considered full-time. A student taking less than 3 hours of __ 9991 can still receive full-time designation as long s/he (a) devotes 35 or more hours a week to research and (b) fills out a "Full-Time Status Form" (found at the ADO page in MyTrinity) and files it with the appropriate offices.

If the dissertation is not completed by the end of the sixth credit hour of __ 9991, participants *must* register for Dissertation Continuation (__ 9992). Dissertation Continuation must be taken each semester (excluding summer) until the dissertation is completed in order to maintain program status. __ 9992 earns no credit hours and is considered a part-time course. Continuation fees will be assessed each semester of __ 9992 until the dissertation is completed, defended, revised, *and* received by the library.

Register for Dissertation Research through TIU Access. The course number is __ 9991 and the section number is based on the number of hours desired. (Section 01 = 1 credit hour; Section 02 = 2 credit hours; Section 03=3 credit hours, etc.)

Dissertation Defense Hearing

When the defense draft of the dissertation is completed, the participant must obtain the mentor's signature on the title page of the defense draft, affirming that the document is defensible (see "Scheduling Dissertation Proposal or Defense Hearings").

The defense draft of the dissertation must be as close to letter perfect as the participant can make it, written in clear and accurate English and in conformity with the program style and format manual. Once the defense draft has been submitted, **it may not be changed before the defense hearing.**

The defense draft (and final copies) of the dissertation must not exceed 100,000 words in length inclusive of all matter. Exceptions to this limitation should be contracted at the time of the dissertation proposal hearing.

The dissertation defense hearing is an open forum--other faculty and active participants in the scholarly community may attend and participate (family and friends, however, may not attend). The dissertation committee, under the leadership of the mentor, will examine the candidate on the basis of the defense draft

of the dissertation. At the close of the hearing, the dissertation committee meets in executive session and discusses this draft. Participants are advised to tape record the hearing, but video recorders are not permitted.

Dissertation defense hearing outcomes include the following: (a) clear pass; (b) pass with minor revisions; (c) pass with major revisions (a new oral defense may be required); or (d) the dissertation may be failed. If the dissertation is failed, the participant is required to draw up a fresh proposal and to write a new dissertation. Participants should be aware that dissertation defenses frequently result in minor and sometimes major revisions to the defense draft, as well as the incorporation of new material. Thus, participants are wise to weigh carefully the counsel of their readers in preparation for the dissertation defense. The decisions of the mentor, the second reader, and any additional faculty the Program Director may appoint are final. In the case of disagreement, the director may appoint an additional member to the committee, which may or may not be himself or herself.

Final Copies of the Dissertation

After the dissertation has been successfully defended and any changes required by the dissertation committee at the time of the defense have been incorporated to the satisfaction of the readers, it is ready for development to final copy stage. The signatures of the committee indicate final approval in all matters of style, formatting, and content.

Date and Submission of Two Final Copies

TEDS institutional policy requires that all errors in style, formatting, and English usage be corrected *before* the final copies of the dissertation are approved. The letter/style/format perfect final copies must be submitted to the Academic Doctoral Office **no later than December 1** for December graduates, **May 1** for May graduates, and **August 1** for August graduates. If any of the above deadlines fall on either a holiday or on a weekend, please submit the final copies by the next business day. This means that a participant must work carefully on style and formatting throughout the dissertation process, because failure to submit two perfect final copies by the above deadlines will jeopardize his or her intended graduation date.

After all style and format changes deemed necessary by the Academic Doctoral Office have been made, *two* final copies of the dissertation must be prepared for submission on the requisite paper--white bond, 20 pound weight, minimum 25% cotton/rag content, with a watermark. These two final copies must contain the signatures of the dissertation committee and the obtaining of these signatures is the responsibility of the participant. The two final copies must be submitted, together with the completed UMI form attached to an additional copy of the abstract and title page, to the Academic Doctoral Office.

The information on the binding of personal copies is posted on the ADO website. All such additional binding is the responsibility of the participant.

Verification of Style

Subsequent to the dissertation defense, an appointment with the document assistant is strongly recommended before the final copies are reproduced.

UMI Dissertation Services

When the document assistant returns the marked-up defense copy at the time of the hearing, s/he will include copies of the UMI/Proquest Dissertation Submission Form and Publishing Options Form. UMI publishes dissertations and dissertation abstracts in *Dissertation Abstracts International*, *Dissertations and Theses Online*, *Dissertation Abstracts Ondisc*, *Comprehensive Dissertation Index*, and *American Doctoral Dissertations*. The agreement forms must be carefully completed and signed. A copy of the UMI dissertation abstract and an extra copy of the dissertation title page should be included with the forms. These should be returned, with the final copies of the dissertation, to the Academic Doctoral Office. If the participant wishes to register the copyright for the dissertation, the copyright form and a money order for the

requisite fee should be included with the agreement forms, UMI abstract, and title page. ***Final copies cannot be accepted without signed and completed UMI form.***

Summary Procedural Guide for Dissertation Completion

The following sequence of procedures (summarized from the contents of this section of the *Handbook*) will ensure timely completion of the dissertation from the proposal to the final copy stage. In every instance, the participant is to take the initiative and seek clarification from his or her mentor, the Program Director, or the Academic Doctoral Office if questions exist.

1. Meet individually with the faculty advisor and other professors as appropriate to discuss a worthy dissertation research topic.
2. Select the members of the Dissertation Committee, consisting of a dissertation mentor and second reader and (if needed) an external reader, and file with the Academic Doctoral Office a completed and signed "*Dissertation Committee*" form.
3. Schedule the date of the dissertation proposal hearing by submitting the "*Proposal & Dissertation Defense Hearing Request*" form available on the ADO website during the first two weeks of the term in which the hearing is to be held if the hearing is to be held *after* Oct 15/Feb 28 or 40 days before the hearing for all hearings *on or before* Oct 15/Feb 28. Submit unbound copies of the proposal to the ADO no later than 14 days before the scheduled hearing. Four or five copies are to be submitted: one copy for each reader and two copies for ADO use.
4. Check with the document assistant regarding formatting issues by the time of the proposal hearing.
5. Defend the dissertation proposal successfully in an open hearing.
6. Make necessary changes to the dissertation proposal subsequent to the proposal hearing (if requested). Submit two final copies (printed front and back, not single-sided) to the Academic Doctoral Office after members of the dissertation committee approve the revisions.
7. Apply for candidacy and register for Dissertation Research (___ 9991) after the proposal has been successfully defended and revisions approved. (For additional dissertation prerequisites, see "Requirements for Candidacy" above.)
8. Apply for the dissertation defense hearing when the participant, in consultation with the dissertation mentor and second reader, is satisfied that the dissertation is complete. The dissertation defense must take place *no later* than **November 15** for December graduation, **April 15** for May graduation, and **July 15** for August graduation.
9. Submit unbound copies of the dissertation defense draft to the ADO no later than 14 days before the scheduled hearing. Four or five copies are to be submitted: one copy for each reader and two copies for ADO use.
10. Make an appointment with the document assistant, prior to scheduling the dissertation defense, for a verification of style and format, though this meeting may not actually take place until the day of the defense (recommended).
11. Defend the dissertation successfully.
12. Complete any changes to the dissertation required by the dissertation committee.
13. Complete the final copy of the dissertation--which must be perfect in letter, style, and format--and reproduce two final copies on the requisite paper.
14. Obtain the signatures of the dissertation committee.

15. Submit *two* final copies of the dissertation, together with the completed UMI form, additional abstract and title page, and money order for copyright fee (if desired), to the Academic Doctoral Office ***no later than December 1*** for December graduates, ***May 1*** for May graduates, and ***August 1*** for August graduates.

Note: Any participant failing to meet these deadlines and/or failing to submit two perfect final copies will jeopardize his or her intended graduation date.

7. GRADUATION REQUIREMENTS

The climax of doctoral studies is the completion of the program followed by the awarding of the degree at graduation. Although the road is long and sometimes difficult, the degree comes to those who are persistent.

Requirements for Graduation

Participants pursuing the Doctor of Philosophy in Theological Studies degree are required to satisfy the following graduation requirements:

1. Recommendation by the faculty of eligibility for the degree on the basis of academic stature and evidence of Christian life and character during residence at Trinity.
2. Successful completion of all course requirements, including a minimum of 54 hours in appropriate seminars/core courses and electives and 6 hours dissertation research courses, with a minimum cumulative grade point average of 3.2 (on a 4.0 scale), with no course receiving a grade below "B-" applicable to the degree.
3. Successful demonstration of proficiency in the requisite biblical and modern languages.
4. Successful completion of the minimum residency requirement, which includes four semesters on campus, two of which are consecutive and devoted to full-time (minimum of 9 hours) course work. Continuous participation in the doctoral learning community (*advisee group on Thursday and colloquia*) is expected during the required period of residency.
5. Attendance at four doctoral colloquia.
6. Successful completion of the major comprehensive examination and dissertation proposal.
7. Successful achievement of candidacy.
8. Successful completion and defense of an approved dissertation.
9. Submission of the *Intent to Graduate Form* to the Records Office (See below for details).
10. Completion of all requirements for the degree within seven years from matriculation or completion of additional program requirements as outlined under Statute of Limitations and Program Continuation.
11. Settlement of all financial obligations to Trinity with the Student Accounting Office.

Filing for Graduation

Intent to Graduate Forms must be submitted to the records office one semester prior to the intended May, August, or December graduation date by filling out the electronic form at <https://www.tiu.edu/forms/tedsintent.php>. A participant postponing a December graduation must notify the Records Office by November 1 and a participant postponing a May graduation must notify the Records Office by April 1. Contact the Records Office for more information.

Graduation Review

Upon request, the Records Office will do a complete review of the participant's records for fulfillment of graduation requirements. While a participant-initiated Graduation Review is not required, it is encouraged. Participants should request a Graduation Review at the Receptionist Desk in the Records Office at least nine months prior to the intended graduation date.

The Graduation Review serves as a contract between the participant and the institution regarding the remaining requirements for completion of the Doctor of Philosophy degree.

Letter of Completion

Recognizing the frequent need to verify completion of degree requirements before the actual degree is conferred, the Records Office, upon confirmation of library receipt of the dissertation, will mail to the participant a formal letter indicating that the PhD/THS program has been completed.

Graduation and Commencement Participation

A participant may graduate (complete all THS program requirements and receive their degree) in May, August or December. Graduates are encouraged, but not required, to participate in one of the two annual commencement ceremonies held each year in December and May (see chart below). Participants who successfully defend their dissertation by April 15 and submit the final copies of the dissertation by May 1 are considered May graduates and are invited to walk in the May commencement ceremony. Participants who defend their dissertation by May 1 are considered August graduates and are invited to walk in the May graduation ceremony. Final copies of the dissertation will be due no later than August 1. Participants who defend their dissertation by July 15 and submit the final copies of the dissertation no later than August 1 are considered August graduates and are invited to walk in the December graduation ceremony. Participants who defend their dissertation after July 15 but no later than November 15 and submit the final copies of the dissertation no later than December 1 are considered December graduates and are invited to walk in the December graduation ceremony.

Defense Date	Final Copies Due Date	Graduation Date	Graduation Ceremony Date
November 16-April 15	By May 1	May	May
April 16-May 1	By August 1	August	May
May 2-July 15	By August 1	August	December
July 16-November 15	By December 1	December	December

Academic Regalia

The academic regalia rented by the Divinity School for PhD/THS commencement participants consists of a standard black doctoral robe with black chevrons and panels, a black mortar board with royal blue PhD tassel, a doctoral hood with royal blue PhD trim, and royal blue and white Divinity School colors in the satin lining. Participants must wear the rented regalia at commencement even if they choose to purchase their own.

Participants desiring to purchase academic regalia should visit the Academic Dean's office to get contact information for ordering personal regalia. Purchases may also be made during Grad Finale in the spring semester.

Program Fees

All program fees are subject to change. Please consult the current catalog of the Divinity School for the most current fee structure for tuition and the following particulars.

Candidacy Fee

The candidacy fee covers part of the cost of faculty advisement during the dissertation process. The fee is payable at the time Candidacy is granted.

Continuation Fee

If the dissertation is not completed by the end of the term in which the participant is enrolled in the final credit hour of ___9991, a continuation fee is assessed for each successive semester, excluding Summer Semester, until the dissertation is completed, defended, and received by the library. The continuation fee appears as enrollment in ____9992 Dissertation Extension and qualifies the student for part-time status.

Dissertation Binding Fee

The binding fee covers the binding costs for the two final copies of the dissertation (one for the TEDS library and one for the Doctoral Research Room). It also covers the cost of microfilming the dissertation through UMI and the inclusion of the participant's Dissertation Abstract in UMI Dissertation Abstracts.

Graduation Fee

The graduation fee includes the cost of regalia rental and diploma. This fee will be billed upon submission of the *Intent to Graduate Application Form* to the Records Office.

Private Study Fee

If a student has not achieved candidacy after completing 54 credit hours, s/he must sign up for Private Study each semester (excluding summer) until candidacy is gained. Private Study may not exceed 4 semesters.

8. THS Program Notes
