



SOUTHWESTERN
BAPTIST THEOLOGICAL SEMINARY

DOCTOR OF PHILOSOPHY
STUDENT HANDBOOK

JACK D. TERRY JR. SCHOOL OF
CHURCH AND FAMILY
MINISTRIES

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Table of Contents

| | |
|--|----------|
| General Information | 1 |
| Purpose of the Degree | 1 |
| Program Overview..... | 1 |
| Categories of Students..... | 1 |
| Accreditation | 1 |
| Administration..... | 2 |
| Associate Dean of Ph.D. Studies | 2 |
| Curriculum and Advanced Studies Committee..... | 2 |
| Guidance Committee..... | 2 |
| Ph.D. Student Handbook..... | 2 |
| SWBTS Academic Catalog | 3 |
| Online Resources | 3 |
| Blackboard and WebAdvisor..... | 3 |
| Office 365 (Student Email)..... | 3 |
| Academic Coursework..... | 4 |
| Research Requirements | 4 |
| Research Languages | 4 |
| Research and Writing | 4 |
| Ecclesiological Understanding | 4 |
| Period of Research..... | 5 |
| Fields of Study | 5 |
| Major and Minor | 5 |
| Seminar Requirements..... | 5 |

| | |
|---|----|
| Supervised Research and Teaching..... | 6 |
| Comprehensive Reading Preparation | 6 |
| Comprehensive Bibliography | 6 |
| Course Load..... | 6 |
| Length of Study | 6 |
| Directed Studies..... | 7 |
| Registration | 7 |
| Continuous Enrollment..... | 7 |
| Leave of Absence | 7 |
| Southern Baptist Convention Missionaries..... | 7 |
| Academic Performance | 8 |
| Annual Evaluation..... | 8 |
| Grading Policy | 8 |
| Grading Scale | 8 |
| Academic Probation | 8 |
| Withdrawal and Termination..... | 9 |
| Oral Comprehensive Examination..... | 9 |
| Scheduling | 9 |
| Preparation | 9 |
| Format..... | 9 |
| Candidacy..... | 10 |
| Prospectus | 10 |
| Recommended Sequencing | 10 |
| Purpose and Definition..... | 10 |

| | |
|-----------------------------------|-----------|
| Style..... | 10 |
| Elements | 10 |
| Preparation | 11 |
| Dissertation..... | 11 |
| General Requirements | 11 |
| Thematic Approach | 11 |
| Abstract..... | 12 |
| Approval Sheet | 12 |
| Format and Style..... | 12 |
| Submission for Defense | 13 |
| Dissertation Defense | 13 |
| Dissertation Approval Sheet..... | 13 |
| Submission for Binding..... | 14 |
| Dissertation Copes Required | 14 |
| Forms Required | 14 |
| Copyright Privileges | 15 |
| Graduation | 16 |
| Application for Graduation..... | 16 |
| Week of Graduation..... | 16 |
| Approval..... | 16 |
| Procedures..... | 16 |
| Miscellaneous | 17 |
| Tuition | 17 |
| Library Carrel..... | 17 |

| | |
|--------------------------|----|
| Writing Consultant..... | 17 |
| Transfer Credit..... | 17 |
| Previous Ph.D. Work..... | 17 |
| Previous Approval..... | 17 |

Appendices

| | |
|---|----|
| 1. Ph.D. Program Policy for Termination and Readmission..... | 18 |
| 2. Abstract..... | 20 |
| 3. Approval Sheet..... | 21 |

General Information

Purpose of the Degree

The Doctor of Philosophy (Ph.D.) degree is designed specifically for the preparation of highly specialized and competent professionals for leadership and teaching in the local church and in other ministry settings. The Ph.D. degree is conferred on the basis of high scholarship and research skill demonstrated by the student's seminar work, examinations, and dissertation.

Program Overview

Period of Research: The Doctor of Philosophy may be completed in a residential format or via Flexible Access upon approval by the Associate Dean of the Ph.D. Program. Students are expected to participate in seminars throughout the fall and spring semesters and to spend significant time researching, utilizing seminary library resources and other appropriate academic resources. The period of research is comprised of any pre-determined leveling coursework, seminars, and a supervised research and teaching component. (See page 6.) The period of research culminates in the successful completion of the Oral Comprehensive Examination. (See page 9.)

Candidacy: Following the successful completion of the Oral Comprehensive Examination, researchers become Ph.D. candidates. During candidacy, students complete a dissertation consisting of original research and based on an approved prospectus. (See page 11.)

Categories of Students

- **Provisional Researcher:** A student who has been accepted into the doctoral program, but is completing remaining research language or leveling coursework during the first two (2) years of the period of research.
- **Researcher:** A student who is engaging in doctoral seminars and working to complete the comprehensive bibliography.
- **Continuous Enrollment Researcher:** A student who has completed all seminar requirements but who has not yet successfully passed the Oral Comprehensive Examination.
- **Candidate:** A student who has completed all prescribed coursework, has passed the Oral Comprehensive Examination, and who is working toward the completion of a dissertation under supervision of the Guidance Committee.

Accreditation

Southwestern Baptist Theological Seminary is accredited by the Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools (SACS). The faculty of the School of Church and Family Ministries reserves the right to decline any applicant or to dismiss any researcher or candidate from the program who cannot meet the stated prerequisites or for any other reason the faculty deems valid.

Administration

Associate Dean of Ph.D. Studies

The chief administrator of the Ph.D. Program is the Associate Dean of Ph.D. Studies. The Associate Dean is responsible for the administration and implementation of the academic policies and curricular programs, including oversight and management of the program, students, applicants, and Guidance Committees. The Associate Dean is the academic representative for the Ph.D. in the Curriculum and Advanced Studies Committee.

Curriculum and Advanced Studies Committee

The Curriculum and Advanced Studies Committee, or CASC, is a collection of faculty members that meet as required to determine policy matters related to the general program and curriculum for the degree. The CASC also meets to address specific applicant and student situations including policy exceptions, disciplinary actions, or other unique situations.

Guidance Committee

Researchers will be assigned a Guidance Committee by the Associate Dean upon their acceptance into the Ph.D. program. The Guidance Committee consists of a Guidance Chairman from the researcher's major field of study and one additional faculty member as the Second Committee Member. At a later date, a third reader is appointed by the Associate Dean to assist with reading and reviewing the prospectus and dissertation.

During the period of research, the Guidance Committee will be available to assist the student with registration and advising each semester. The Guidance Committee, in conjunction with those appointed by the Associate Dean, will administer the Oral Comprehensive Examination.

During candidacy, the Guidance Committee will assist the student in formulating a viable dissertation prospectus and final dissertation. The Committee Chair will guide the candidate in writing the dissertation. The Chair may conduct periodic checks on progress and give close continual supervision to all aspects of the dissertation. The candidate will maintain a close working relationship with the Guidance Committee to receive technical evaluation, advice, and careful review of research. The Guidance Committee, in conjunction with those appointed by the Associate Dean, will administer the Dissertation Defense.

Ph.D. Student Handbook

The *Doctor of Philosophy Student Handbook* is the official handbook for students enrolled in the degree program. While this handbook intends to describe the program and related procedures and policies, SWBTS retains the right to change the program, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time with proper notice.

Students, as well as faculty members, should avail themselves of this resource to understand the format, policies, procedures, and related matters for the Ph.D. program at SWBTS.

SWBTS Academic Catalog

SWBTS publishes an academic catalog for each academic year (available online at www.swbts.edu). The student enrolled in a doctoral program is expected to read carefully through the catalog each year. In particular, the student will find helpful information regarding the academic calendar, current fees, financial aid, etc. Students should be aware that the catalog is intended to describe the seminary and its programs, and is not an offer to make a contract.

Online Resources

Ph.D. students are encouraged to visit three websites on a regular basis in order to stay abreast of current program information, policy changes, course offerings, and other important data. Those websites are Blackboard, WebAdvisor, and Office 365.

Blackboard and WebAdvisor

Students should use Blackboard (located at <https://blackboard.swbts.edu>) to access class information, syllabi, and assignments. Students may use WebAdvisor (<https://webadvisor.swbts.edu>) to access unofficial transcripts, grades, billing information, and more.

Office 365 (Student Email)

Students have a student email account located at <https://login.microsoftonline.com/>. The student email accounts are the primary means of communication between SWBTS and students. Students should check their account on a regular basis for important information and for official communication with professors and administrative staff. It is the responsibility of the student to stay informed.

Academic Coursework

Research Requirements

Research Languages

Acceptable research languages for the Ph.D. program include a variety of biblical, classical, and modern languages completed at an undergraduate level or higher. These include the following:

- Biblical Greek
- Biblical Hebrew
- Latin
- German
- French
- Statistics (suitable to Ph.D. research as evaluated by the faculty)

Research languages may have been completed prior to entry into the Ph.D. program. If not, they must be completed (with grades of B or higher) during the first two (2) years of the period of research.

Research and Writing

Seminars and other instructional models require researchers to demonstrate evidence of scholarship and research through formal research papers. An element of original research is expected for each seminar project or paper. Failure to make honest representation of the sources of research exposes the researcher to possible lowered grades, discipline, or removal from the program. Seminar papers adhere to the most recent edition of *The Southwestern Seminary Manual of Style*.

Ecclesiological Understanding

The Doctor of Philosophy degree in the School of Church and Family Ministries both is taught in an American Church context and leads to qualification to train those who will lead various ministries in local churches. Therefore, the faculty finds that a substantial understanding of the local church in America is essential to the completion of this degree. All students are required to demonstrate a full understanding of the local church in an American context before graduation. Experience in American local church ministry leadership is expected. This experience can be gained through volunteer service, but paid staff work is preferred to meet this requirement. Each student will demonstrate such understanding to the satisfaction of the faculty, either through written or oral interview as required by the faculty in each situation, prior to graduation. This interview can be included in the defense of the student's dissertation.

Period of Research

Fields of Study

The student may select a major or minor field of study from the following disciplines:

- Administration

Graduates of the Ph.D. program of studies with a major in Administration are prepared to teach Administration in an undergraduate or graduate program. They are equipped to fulfill roles in church or denominational service and have the ability to assess, evaluate and create models of leadership utilizing tested and proven principles of management and administration.

- Biblical Counseling

Graduates who earn the Ph.D. with a major in Biblical Counseling are qualified to teach in the field of Biblical Counseling in colleges, universities, and seminaries. They are prepared to serve as counselors in churches and other Christian organizations and are also qualified to lead as educational specialists and consultants in church and denominational settings.

- Foundations of Education

Graduates of the Ph.D. in Foundations of Education are prepared to serve as a professors of philosophy or theology of Education and to teach other foundational aspects of education in undergraduate and graduate programs. They are equipped to lead in organizations that focus on education or in businesses that deal with curriculum and publishing.

- Family and Generational Studies

Graduates who earn the Ph.D. with a major in Family and Generational Studies are qualified to teach in fields related to a) understanding the family, its functioning and relationships, its place in society, and its impact upon people, b) understanding the impact age has upon relationships, learning, and functioning and the relationships between and among people of differing ages, and c) age-graded ministries of church and parachurch organizations. They also are prepared to take leadership roles in organizations that require emphasis on family and generational matters.

Alternatively, the research may select a minor in the following disciplines:

- Children's Ministry

Graduates who minor in Childhood Education during their Ph.D. are qualified to teach children's ministry and childhood education at the undergraduate level. Taken in conjunction with the Family and Generational Studies major, they are prepared to teach at the graduate level. Graduates also are equipped to serve in leadership in educational ministries and organizations that work with children or that develop children's and family curriculum and strategies.

- Family Ministry

Graduates of the Ph.D. program with a minor in Family Ministry will be equipped and credentialed to become professors in universities and seminaries in the area of family ministry, as well as other areas related to lifespan ministry (children, students, and adults). They will also be qualified to lead as educational specialists and consultants in church and denominational settings.

- Student Ministry

Graduates who earn the Ph.D. with a Student Ministry minor are prepared to serve as professors in universities in student ministry. Graduates often serve as specialists in student ministry in churches, denominational agencies and schools, both in the United States and around the world.

- Women's Ministry

Graduates who earn the Ph.D. with a Women's Ministry minor are prepared to serve as professors in universities in women's ministry. These graduates often serve as specialists within this field as they serve and connect church, denominational agencies, schools and other non-profit ministries both in the United States and around the world.

Major and Minor

The major and minor are declared by the student at the time of application to the Ph.D. program. Should a student desire to change either of these fields at any point during the period of research, the student's academic competency and previous academic experience must be reevaluated by the new division and approval must be obtained from the Associate Dean.

Seminar Requirements

The student will complete the following courses:

- | | |
|---|----------------|
| • 3 Orientation Seminars | 3 hours |
| • Advanced Writing Practicum | 2 hours |
| • 4 Reading Seminars: 1 General, 2 Major, and 1 Minor | 8 hours |
| • 4 Major Seminars | 16 hours |
| • 2 Minor Seminars | 8 hours |
| • Supervised Research and Teaching | 2 hours |
| • Colloquium | 2 hours |
| • Comprehensive Reading Prep | 1 hour |
| • Research Seminar | <u>2 hours</u> |
| | 44 hours |

Upon completion of all seminars, the student will be required to complete an Oral Comprehensive Examination in the major and minor areas of study. Students are expected to prepare for the Oral Comprehensive Examination throughout the program. This ongoing preparation is noted on the transcript by enrollment in DOCTR 7000 Comprehensive Exam Preparation during the summer term.

Supervised Research and Teaching

During the period of research, the student is required to complete a supervised research and teaching component. In conjunction with the researcher's Guidance Committee Chair, the supervising faculty member will oversee the component. The student must have completed at least

two (2) seminars in their major field of study before they are eligible to complete their supervised research and teaching component. Depending on the student's major and interests, this can be completed in several different formats as assigned by the professor.

The researcher is not remunerated for this experience; however, it carries two hours of academic credit.

Comprehensive Reading Preparation

The student will meet with their Guidance Chairman to focus on preparation for the comprehensive examination.

Comprehensive Bibliography

Upon entering the Ph.D. program, the student is provided a comprehensive bibliography for both the major and minor field of study. The student is responsible for the entirety of the major field comprehensive bibliography, as well as for the minor field comprehensive bibliography. The student will be examined over the comprehensive bibliographies in the major and minor field during the Oral Comprehensive Examination. Students should be actively reading the books listed throughout the period of research.

Course Load

Researchers are expected to devote the kind of attention to their doctoral programs that ensures intensive study, research, and interaction with other students. No researcher may enroll in more than ten (10) hours of seminar work per semester without special approval by the Associate Dean. Students will not be allowed to pursue another degree during their Ph.D. studies without approval by the Associate Dean.

Length of Study

All work for the degree must be completed within a period of seven (7) calendar years. The seven (7) years will be counted from the beginning of the semester in which the researcher begins seminar work.

Directed Studies

In special circumstances, students may be given permission to complete a Directed Study with a professor as part of their seminar studies. Directed Studies consist of individual reading and research by a student on a particular topic related to their major or minor field of study. This seminar option is reserved for students who need a specific seminar to finish their period of research that is not offered in the given semester or who wish to study approved material outside the normal course offerings in the Ph.D. program. Registration for Directed Studies requires prior approval by the supervising faculty member and Associate Dean.

Registration

All Ph.D. students will complete their registration through the Ph.D. Office. Information regarding registration will be sent to student email accounts in the time leading up to each semester. *It is the responsibility of the student to continuously check their student email accounts for updated information.*

The Business Office, Office of the Registrar, and Office of International Student Services will place a hold on the accounts of students not in good standing with the respective offices. Students are responsible for keeping their student accounts up to date and free of all blocks. A blocked account will prevent registration and possibly affect continuation in the program if not rectified promptly.

Continuous Enrollment

Each student must maintain continuous enrollment until they graduate from the Ph.D. program. At the conclusion of seminars but prior to completing the comprehensive examination, continuous enrollment researchers will be required to complete registration (RSRCH 8040) and pay tuition each semester.

Leave of Absence

A student may be granted permission by the Associate Dean to suspend studies for a period of time. Unless otherwise specified, Leave of Absence status will be limited to no more than one (1) year. If the student does not enroll at the end of the Leave of Absence then the student will be dropped from the Ph.D. program.

Southern Baptist Convention Missionaries

Appointed Southern Baptist missionaries are given special consideration due to furlough schedules. Students serving as SBC missionaries should contact the Ph.D. Office for information regarding their situation.

Academic Performance

Annual Evaluation

Each year, the faculty of the School of Church and Family Ministries and the Ph.D. Office shall evaluate each researcher's progress until the student has successfully completed the period of research. Failure to demonstrate the high standards expected of a Ph.D. student may lead to probation or termination from the program.

Grading Policy

Grading Scale

The following grade scale is used for each instructional model. A+, A, A-, B+, B, B-, C+, C, C- and F. A researcher receiving a grade lower than a B- in any course shall be reviewed by the Ph.D. Office.

The following is an explanation of each grade:

- **Grade of A:** True excellence is recognized by a grade of A. The researcher displays exceptional ability to master the subject area. Only researchers who truly demonstrate honors level work earn this grade.
- **Grade of B:** The grade of B is considered normative performance for the researcher. Their work is adequate and appropriate. Their seminar participation is that which is expected. This grade or higher is required to receive credit for course work.
- **Grade of C:** A grade of C is inappropriate work that does not meet all established expectations for research content, writing style, or timely submission. The researcher displays sub-standard performance in the seminar. This grade is assigned to researchers who seldom participate in seminar discussions, thereby failing to contribute to the body of scholars assembled. Weak, incomplete, or non-current research and writing, poor presentations, weak leadership in discussions or absenteeism merits a grade of C. The assignment of a grade of C will readily identify researchers who need remediation or closer positive direction if they are to be successful in the program. The grade of C does not necessarily terminate a person's participation in the program; however, the grade does require that the researcher retake the seminar.
- **Grade of F:** The researcher fails to consistently meet the minimum standards of professionalism, academic aplomb, scholarly participation, and/or research. A grade of F is grounds for immediate termination from the Doctor of Philosophy Program by the Curriculum and Advanced Studies Committee.

Academic Probation

Researchers who receive grades less than B- or who demonstrate any tendency or activity that would fail to fulfill the high standards of the Ph.D. program may be placed on probation by the Associate Dean or the Curriculum and Advanced Studies Committee. Also, any student who does not maintain a 3.3 GPA throughout their period of research will be placed on academic probation. Individuals who are placed on probation will be reviewed by the Associate Dean and the major division. Individuals may be removed from probation only by action of the Associate Dean or the Curriculum and Advanced Studies Committee. Failure to remedy the conditions that placed the researcher on probation will be grounds for termination from the program. Students on probation will not receive the Research Doctoral Grant for that academic year.

Withdrawal and Termination

After consulting with their Guidance Committee Chair, a student may voluntarily withdraw from the Ph.D. Program by submitting written notification to the Associate Dean. Individuals who withdraw from the Ph.D. program voluntarily may be readmitted to the program by approval of the Associate Dean.

Students may be terminated from the Ph.D. Program for a variety of reasons. Reasons for termination include academic inaptitude, action uncharacteristic of that expected of a seminarian or Ph.D. student, failure to pay tuition or fees, or any other general reason. A full explanation of termination and readmission policies is located in Appendix 1.

Oral Comprehensive Exam

Scheduling

When the researcher's Guidance Chairman deems the researcher prepared, the Chair will request an Oral Comprehensive Examination be scheduled for the researcher. The Ph.D. Office will schedule the examination in conjunction with participating faculty. The student should allow three (3) hours for this examination, however the examination is not a timed examination and may take as long as necessary.

Preparation

The researcher is responsible for working with their Guidance Committee on any specific preparation requirements related to their major and minor fields of study. The examination will stem from the required comprehensive bibliographies in the major and minor fields and a thorough knowledge of both the major and minor fields of study.

Format

The examining committee for the Oral Comprehensive Examination will consist of the Guidance Committee, as well as additional members appointed by the Associate Dean. Once the student passes, he or she is cleared to submit an approved prospectus.

Candidacy

Candidacy for the Doctor of Philosophy degree is granted when a student:

- Has completed all courses and academic requirements of the period of research, including any leveling work
- Has had total performance on the doctoral level evaluated and approved by the Ph.D. Office
- Has successfully passed the Oral Comprehensive Examination

During candidacy, the student will enroll in the seminar RSRCH 8050 Dissertation in Progress each fall and spring semester.

Prospectus

Recommended Sequencing

It is recommended that a candidate have a prospectus for dissertation study submitted and approved no later than five (5) calendar years from the time the student began seminars.

Purpose and Definition

The prospectus is a complete, clear, and concise blueprint for implementing an academic research study. An appropriate prospectus for dissertation study will demonstrate significant research into an area of study that is apropos to the student's major. A prospectus for dissertation study will focus on a topic of relevance to the major field of study and respond to an important issue that requires scholarly research and analysis.

Style

The prospectus for dissertation study is a formal presentation of the intentions of the candidate. Writing style will follow the most recent edition of *The Southwestern Seminary Manual of Style*.

Elements

The prospectus for a dissertation study may include the following elements. (See *The Southwestern Seminary Manual of Style* (August 2016), Chapter 3: The Research Based Degree Prospectus, for the correct format of each element.) The Guidance Chairman will guide the student in the specific format best-suited for the student's particular research.

- Introduction
- Research Problem
- Thesis Statement
- Background (History of Relevant Research)
- Definition of Terms and Delineation of Thesis Argument
- Research Methodology
- Title
- Proposed Table of Contents (single spaced)
- Outline (single spaced)
- Chapter Summaries
- Bibliography

Preparation

The researcher/candidate will prepare the prospectus in consultation with the Guidance Committee, and in close conjunction with the research seminar, RSRCH 7152. In most cases, the candidate should allow a minimum of 30 days for the Guidance Committee to review and respond to the draft of the prospectus.

Dissertation

General Requirements

Each candidate must submit an acceptable dissertation which reflects original research. The dissertation will be graded pass/fail and will require an oral defense. In case of failure, the Guidance Committee will recommend appropriate action to the Ph.D. Office. The candidate will earn eight (8) semester credit hours for completion of an acceptable dissertation.

Dissertations are intended to be the result of original research. Ph.D. dissertations should contribute knowledge that has the potential for publication, whether in professional journals or in books, articles, and media distributed in faith-based communities, and for potential application in church and family ministries.

Thematic Approach

The primary dissertation approach in the School of Church and Family Ministries is the thematic approach. The thematic approach is the study of theory involving an evaluation or critical analysis of theories, ideas, and views related to education or counseling, in light of Scripture, with implications for Christian ministries. A list of dissertation types are listed below:

- **Exegetical:** A fresh and new or improved contribution that builds on or revises present educational perspectives on biblical texts. Presenting a new or improved theoretical framework for education with use of Scripture. Includes competent use of the biblical languages, proper hermeneutics, and sound exegesis and moves into meaningful implications of exegesis for educational ministry
- **Theological:** Offering a critical analysis or evaluation of a theological idea or perspective related to education. Articulating theology and its relation to education in a way that has not been done before. Arguing for a new theological emphasis for education. Fleshing out a deeper, more substantive expression of a doctrine for education
- **Philosophical:** Offering a thoughtful, critical assessment of an educational philosophy. Offering a new or distinctive way of thinking philosophically about education. Articulating a view that has not been expressed well. May center upon epistemology, metaphysics, and/or axiology.
- **Historical/Biographical:** Working with sources not used before. Reinterpreting sources already in use. Adding to the knowledge of history. Providing a new historical conclusion, insight, or perspective related to education. Advancing historical debate in a persuasive way

- **Assertive:** Bringing forth a new argument or a new basis for educational ministry. Articulating an existing point in a new or more substantive way (must have sufficient originality)
- Combination of any of the above

The candidates will follow the direction of their Chair in the construction and organization of their dissertations. A sample plan of thesis and dissertation form can be found in the most recent edition of *The Southwestern Seminary Style Manual*. See the Style Manual or the Handbook for sample pages. The candidate must conform to the direction of the Chair in the structure and format of the dissertation.

Abstract

A sample Abstract is located in Appendix 2 and complete details are located on pages 23–24 of *The Southwestern Seminary Manual of Style*.

Approval Sheet

A sample Approval Sheet is located in Appendix 3 and complete details are located on page 23 of *The Southwestern Seminary Manual of Style*.

Form and Style

Candidates will follow the form and style found in the most recent edition of *The Southwestern Seminary Manual of Style*. The following are some general notes on form and style for a dissertation:

- The candidate is responsible for submitting a properly typed and grammatically correct dissertation.
- Typing: The candidate is responsible for negotiating directly with a competent typist as to the cost, the time frame for submitting the final draft, and typist's completion of the final copy. The candidate is responsible for submitting material to the typist that is properly formatted and grammatically correct.
- Reader: If English is not the candidate's first language, the Guidance Committee may require the use of a qualified reader. The ultimate responsibility for spelling, grammar and form is that of the candidate.
- Type of Paper: Copies of the Dissertation Defense draft will be printed on standard 20 lb. weight, white copy paper.
- Font: The dissertation and abstract shall be typed in 12 point Times New Roman proportional font. The only exception will be that in footnotes the font size may be less than 12 points but no smaller than 10 points. Right hand justification shall not be accepted.
- Length of Dissertation: No dissertation shorter than 125 pages in length will be accepted, not including back matter, bibliography, or front matter.
- Documentation: The use of footnotes and bibliography is required. An adequate literature search will produce contemporary, primary, and inclusive sources.

Submission for Defense

As soon as the student completes a defensible dissertation copy, it is submitted to their Guidance Chairman for review and approval. Once the Guidance Chairman has approved the dissertation to be defended, the student submits four copies of the defensible dissertation to the Ph.D. Office 90 days before graduation in four uniform boxes. The boxes are to include a label with the student's name, student ID number, Guidance Chairman, and major. The Ph.D. Office will then schedule the date for the Dissertation Defense.

Dissertation Defense

The Guidance Committee will evaluate and grade the completed dissertation. The Guidance Chairman is responsible for coordinating with the Ph.D. Office to schedule a date for an oral defense of the candidate's dissertation. Upon notification, the Ph.D. Office will publicize the scheduled defense. The student will sit before the Dissertation Defense Committee for an oral defense of the dissertation. The Oral Defense is an examination, not a presentation. Therefore, it is open only to faculty members. Ph.D. students can attend with permission of the Guidance Chairman. Family members and friends outside the seminary are not allowed to be present in the Oral Defense. The Guidance Committee, additional readers, and faculty will question the candidate on any and every aspect of the dissertation study.

Students will earn one of four grades based on their dissertation and dissertation defense:

- **High Pass:** A rare grade, awarded in recognition of exceptional research and argumentation.
- **Pass:** Solid research and argumentation.
- **Fail (Revision Permitted):** Unacceptable research and/or argumentation. The Oral Defense identifies various matters of such gravity that the dissertation must be rewritten. The student has an opportunity to revise and resubmit the dissertation for a following Oral Defense.
- **Fail (No Revision):** Unacceptable research and/or argumentation. The student may not revise and resubmit the dissertation and is dismissed from the Ph.D. program.

Dissertation Approval Sheet

The student must provide four (4) copies of the Dissertation Approval Sheet printed on 100% cotton bond, 20–24 lb. weight, acid-free, white paper to be signed immediately after a successful defense. (The number of Approval Sheets should match the number of dissertation copies to be bound).

Submission for Binding

Final Copies of the dissertation along with all required paperwork must be submitted to the A. W. Roberts Library at least three (3) weeks prior to graduation for binding. Any exceptions to this

deadline will be handled on a case-by-case basis by the Roberts Library staff. Students must be approved by the Ph.D. Office prior to submitting the dissertations to the library. The Library staff will not accept dissertations without approval from the Ph.D. Office.

Dissertation Copies Required

Dissertation copies, as well as an additional copy of the Title Page and Abstract, must be printed on 100% cotton bond, 20–24 lb. weight, acid free, white paper. Before submitting the dissertation, students should go through each copy and check for any defects such as paper flaws, toner sprays, markings, etc. The binding company will not fix any flaws or errors.

Each copy of your dissertation should include: Front Blank Page, Title Page, Copyright Page, Approval Sheet, Dedication Page (optional), Abstract, Table of Contents, Preface, Body of Text, Appendices (optional), Bibliography, Back Blank Page

Each copy of the dissertation is to be individually boxed in uniform boxes and labeled on one end of the box (not sides, top, or bottom) with the student's name, ID Number, "Copy #1 of . . ." (total number of copies), and the name of the school.

The bound copies of the student's dissertation are distributed accordingly:

- The original copy and one additional copy will go to the Dean of Libraries
- One copy will go to the student's Guidance Committee Chairperson
- One copy is for the student

The student may choose to have up to two (2) additional copies bound for a charge of \$25/copy. These fees must be paid with the Business Office and the receipt brought to the Roberts Library along with the copies of the dissertation

Forms Required

All of the required forms from the CFM Ph.D. Office and the Roberts Library are listed below. All of these forms are included in this packet with the exception of The Survey of Earned Doctorates Completion Certificate which is to be completed online and printed by the student.

Forms for Roberts Library:

1. **Dissertation/Thesis Information Form:** This form must be submitted with the copies of the student's dissertation to the Roberts Library.
2. **ProQuest/UMI: Dissertation Publishing Agreement:** Students must submit pages 4, 5, and 6 of the Publishing Agreement to Roberts Library along with the final copies of their dissertation. SWBTS participates In Traditional Publishing and does not allow any other options. Any questions concerning this form should be directed to the appropriate library staff in the Roberts Library.

Forms for CFM Ph.D. Office:

1. **Vocational Intent Form:** The information from the Vocational Intent Form will be read as the student crosses the platform at graduation. Students should only include the position

they will be filling immediately after graduation (Such as “Dr. Smith” will be the Executive Pastor at First Baptist Church of Smithville). This form is to be returned to the CFM Ph.D. office.

- 2. Survey of Earned Doctorates Completion Certificate:** Students must complete the survey only at <https://sed-ncses.org> and submit the completion certificate to the CFM Ph.D. Office.

Copyright Privileges

All doctoral dissertations will be copyrighted in the candidate’s name as described in *The Southwestern Seminary Manual of Style*. Follow the sample title page. Copyright filing information and form are included in the graduation packet available in the Ph.D. Office.

Graduation

The student must provide written notification for the intent to graduate to both the Ph.D. Office and Registrar Office. The notification to the Ph.D. Office must be given during the registration period for the semester of anticipated graduation. The notification to the Registrar's Office must be by the second week of classes of the semester of anticipated graduation.

Application for Graduation

The student applies for graduation for the semester in which they intend to submit and defend their dissertation. Students log onto WebAdvisor at <https://webadvisor.swbts.edu>, select "Students," select "Application for Graduation," and follow the instructions given.

Graduating students are not charged the graduation fee until the end of the semester. Students may receive graduation instructions through the Registrar Office.

Week of Graduation

1. Students report to the Registrar Office to begin the graduation clearance process. This includes paying any unpaid balances on the student's account. Students pay the graduation fee and any unpaid balances at the Cashier's Office.
2. Students must attend graduation rehearsal. The date and time is determined by the Registrar's Office. Graduation information is sent to student email accounts.
3. Students attend Graduation Commencement.

Approval

The Ph.D. Office, Associate Dean, and the general faculty each reserves the right and authority to refuse to approve a candidate for graduation for reasons the committee or the general faculty, in sole discretion of each, deems valid, even though the candidate may have met the other requirements for the degree.

Procedures

The candidate is responsible for contacting the Ph.D. Office and Registrar Office to determine exact dates and procedures leading up to graduation.

Miscellaneous

Tuition

Each student is required to pay tuition each fall and spring semester, beginning with the semester that seminars commence and ending with the semester in which the student graduates.

Library Carrel

Each doctoral student has the opportunity to request a graduate library carrel at the beginning of each semester. The Dean of Libraries' office will make the assignments according to availability. The carrel usage is free but requires responsible usage in accordance with the policies and procedures of Roberts Library.

Writing Consultant

The candidate is authorized to engage a writing consultant to assist with grammar, syntax, and typing. This consulting work may begin during the writing of the prospectus and continue through the dissertation process.

Transfer Credit

Previous Ph.D. Work

Research doctoral work taken prior to acceptance in the School of Church and Family Ministries Ph.D. Program may be accepted under certain restrictions. The amount of transfer work is limited to twelve (12) hours and must be approved by the Associate Dean and the Office of the Registrar. Transfer credits will not be allowed to constitute an entire minor. Doctoral study done in an online format may not be accepted.

Previous Approval

Before enrolling in a course to be transferred, the researcher must request approval from the Associate Dean and the Chairperson of the academic division. The Associate Dean and the division Chair will determine if the course is acceptable and how the credit will be classified in the researcher's degree plan (e.g. major, minor, research, multilevel).

Appendix 1

Ph.D. Program Policy for Termination and Readmission

1. The Curriculum and Advanced Studies Committee, a faculty member of the School of Church and Family Ministries, or any other agency that represents the administration or general faculty of the seminary may bring about the process that will lead to termination of an applicant, researcher, or candidate. Reasons for termination may include academic inaptitude, action uncharacteristic of that expected of a seminarian or Ph.D. student, failure to pay tuition or fees, or any other general reason as determined by any of the academic or administrative groups mentioned above. Participation in the Ph.D. program of the School of Church and Family Ministries has been vested in the decisions of the Ph.D. Office and the Curriculum and Advanced Studies Committee of the School of Church and Family Ministries.
2. Applicants who have successfully completed all phases of the application process but who do not enter the period of research studies within a year of completing the interview and/or preliminary examinations will be required to reapply when they plan to begin coursework.
3. After consulting with their Guidance Committee Chair, a student may voluntarily withdraw from the Ph.D. program by submitting written notification to the Associate Dean. The official date of termination from the program for a voluntary withdrawal will be the date the letter is received in the Ph.D. Office.
4. If an individual does not submit an acceptable dissertation by the end of seven calendar years, dating from the beginning of the semester when the researcher begins seminar work, then the individual will be terminated from the program.
5. Decisions made by the Associate Dean of Ph.D. Studies and/or the Curriculum and Advanced Studies Committee concerning termination may be appealed to the Dean, Provost, and President of the institution respectively.

Readmission

1. An individual who has been terminated from the Ph.D. program for cause cannot seek readmission to the program for a period of five calendar years from the date of the termination. Individuals who seek readmission in this category must complete the entire process for application that is in place at the time of readmission. This will include any changes or modifications to the program since the individual was dismissed.

2. Individuals who are terminated from the program because of failure to complete the academic requirements, Oral Comprehensive Examination, or who fail to satisfactorily complete a prospectus for dissertation or dissertation program of research and study may reapply to the program after one calendar year has lapsed since being dismissed from the program. The Associate Dean will decide upon the terms of readmission.
3. Individuals who withdraw from the Ph.D. program voluntarily may be readmitted to the program by approval of the Associate Dean.

Individuals who earn academic credits toward the Ph.D. degree have ownership of those credits. The Ph.D. Office reserves the right to limit the use of any earned credit toward completion of the program of studies that will lead to the degree in the event an individual reenters the program after a hiatus either voluntarily or by dismissal.

Appendix 2

Abstract

The Testing of our Faith: A Pentateuchal Theology of Testing

This dissertation argues that the Pentateuch presents a unified theology of testing which includes the Joseph narrative. This unity is based on its presentation of the motifs of “testing” and “fear” that shares great similarities with the rest of the Pentateuch.

Chapter 1 introduces the thesis in the context of the history of the problem in biblical interpretation.

Chapter 2 establishes the meaning of “testing” in both biblical and non-biblical contexts. This chapter investigates the ways that “testing” is discussed in the ancient Near East.

Chapter 3 applies the observations from chapter 2 and probes the Pentateuch for the way that it presents the motif of testing. Analysis of the biblical texts includes those contexts where testing occurs both implicitly and explicitly.

Chapter 4 further investigates the Joseph narrative for the way that it presents the theme of testing. Special attention in this chapter is given to the recent work of Walter Moberly and his particular insights into the meaning of “testing” in the Pentateuch.

Chapter 5 provides a summary of the conclusions drawn from this project as well as suggestions for further research.

John David Smith, Ph.D.
Advisor: Bruce Smith, Ph.D.
School of Theology
Southwestern Baptist Theological Seminary, 2005

Appendix 3

APPROVAL SHEET

FAITH FORMATION: A PEDAGOGICAL MODEL

John Doe Smith

Dr. Joe Smith, Professor of Student Ministry, Guidance Chairman

Dr. Jane Smith, Professor of Administration, Second Committee Member

Dr. John Smith, Associate Professor of Foundations, Third Committee Member

Date _____