

DOCTOR OF EDUCATION

Student Handbook



THE DOCTOR OF EDUCATION PROGRAM AT SOUTHWESTERN

The Southwestern Baptist Theological Seminary (SWBTS) Doctor of Education Program (EdD) is designed to equip scholar-practitioners to solve educational or leadership problems through research, collaboration, and dissemination of new knowledge. Grounded in Southwestern's tradition of research and excellence, the EdD faculty engage in the biblically and theologically grounded, yet theoretically and practically informed, exploration of evidence-based innovations in leadership and teaching in the church, the non-profit sector, and higher education.

Graduates of the EdD program will be prepared to set a high standard for transformational leadership in education, apply evidence-based practices to improve educational outcomes, and meet the vast challenges associated with improving learning outcomes in both theological and secular educational environments. Admission to the EdD program is limited to a small number of highly qualified individuals who matriculate as members of a cohort. Students are expected to possess substantial knowledge and experience upon admission.

Admission to this program is extended only to persons who have demonstrated the intellectual ability, ministry preparation, and motivation for a life as a scholar-practitioner. Successful completion of this course of study requires the student to demonstrate a comprehensive knowledge of a selected discipline of study, the capacity for critical thinking and evaluation, and competence to engage in original research and writing that advances theological and educational understanding for the sake of the church, academy, and society.

The EdD program at Southwestern is designed to engage the student full-time across 36 months. Students are expected to remain in continuous enrollment for the entirety of the course of study. Completion of the program in 36 months assumes strong research skills, thorough ministry preparation, exceptional master's-level work, and serious preparatory thinking about a dissertation topic within a chosen concentration. The maximum allowable time for completion of the EdD is 54 months.

The EdD degree at Southwestern is a research doctoral degree and is managed by the Research Doctoral Studies (RDS) Office. The EdD program director is responsible for the recruitment of students, organization, administration, and execution of the EdD degree at Southwestern.





DISTINCTIONS BETWEEN THE ED.D. AND PH.D. AT SOUTHWESTERN

	Doctor of Education	Doctor of Philosophy
Core Objective	To equip scholar-practitioners to solve complex educational problems through discovery and dissemination of new knowledge while serving the Kingdom of God as published writers, excellent teachers, thought-leaders, and problem solvers.	To equip scholar innovators for Kingdom service through academic careers in teaching, research, writing, and for pastoral ministry, chaplaincy, or denominational leadership.
Comprehensive Examinations	Written examinations administered individually.	Oral examinations administered individually.
Dissertation	Empirical or literature-based, focused on a single question related to a single educational or leadership concern. The dissertation demonstrates competency in academic research and is developed in the context of a team conducting research in the same field of study.	Empirical or literature-based, exploring a research question. The dissertation is developed individually and demonstrates competency in research methodology. It makes a significant contribution to the scholarly literature base and seeks to fill a demonstrated gap in the field of study.
Committee	Supervisor, second reader with expertise in the student's field of study	Supervisor, two (or more) professors with expertise in the student's field of study
Calling	Scholar-Practitioner	Scholar-Innovator

ACCREDITATION

Southwestern Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the master's and doctoral levels. Additionally, Southwestern Seminary and the Doctor of Education degree are accredited by the Association of Theological Schools in the United States and Canada.



GENERAL STRUCTURE & ADMISSION

COHORT BASED

Students will be admitted to a cohort of learners consisting of no more than 15 students. The entry point into the program occurs in the month of June of each year. The cohort model creates the richest opportunity for students to build genuine relationships with one another and with their professors. It provides the greatest means of accountability and peer learning resulting in the highest retention and program completion rates.

HYBRID EXPERIENCE: ONLINE – VIRTUAL – INDEPENDENT

The EdD is a fast-paced 36-month program requiring five weeks of on-campus participation. The on-campus experience will consist of two seminars (Monday–Wednesday and Thursday–Saturday), along with a dissertation research and writing workshop.

Students will begin seminar preparation in August and January of each semester when they receive their syllabi. The student will engage in synchronous online reading discussions, online forums, and cohort-based Christian formation experiences. The student will complete foundational assignments including readings and paper development in preparation for the on-campus seminars.

During the on-campus seminar, the student will enjoy professor-led instruction and discussions, peer paper presentations, and guest lectures. These on-campus seminars will occur during the student's first four semesters in the program. The last semester is reserved for the student's final research and writing phase.

In order to earn an EdD from SWBTS, students must (1) complete required coursework for their core and concentration seminars, (2) complete required coursework for their mentorship and guided research seminar, (3) pass comprehensive exams, and (4) submit and defend a dissertation with all final edits required by the student's committee.

CONCENTRATION AREAS | SEMINARS

Concentration: Higher Education Administration

Seminar 1: Organizational Administration and Governance in Higher Education

Seminar 2: Student Services Administration in Higher Education

Seminar 3: Administrative Leadership in Higher Education

Concentration: Organizational Leadership

Seminar 1: Leadership and Management Theory

Seminar 2: Team Dynamic: Theory and Practice

Seminar 3: Organizational Leader Development and Succession

Concentration: Teaching and Educational Ministry

Seminar 1: Curriculum Planning and Design for Educational Ministry

Seminar 2: Christian Formation and Human Development

Seminar 3: Historical Foundations for Biblical Education



ADMISSION TO THE DOCTOR OF EDUCATION PROGRAM

REQUIREMENTS

For general admission requirements to The Southwestern Baptist Theological Seminary, see the Academic Catalog.

ADMISSION PREREQUISITES FOR ED.D. DEGREE

- Hold the minimum of an accredited Master of Arts degree in a related field (36 hours equivalency) with a minimum of 12 hours of biblical and theological studies consisting of 3 hours of each of Old Testament, New Testament, systematic theology, and hermeneutics.
- Have achieved a minimum of 3.3 GPA in master's degree.

ACTIONS REQUIRED FOR ADMISSION

- Submit a **Church Endorsement form**
- Submit a **graduate-level research paper** related to leadership or education demonstrating the capacity to make a substantial argument with a clear thesis, interact with pertinent scholarly works, and show writing proficiency. The paper length should be 2500-3000 words (not including the word count in the footnotes). The form and style should follow the most recent edition of *Turabian Manual for Writers*. In matters not addressed by Turabian, the paper should adhere to the most recent edition of (1) *The Chicago Manual of Style* or (2) *The SBL Handbook of Style*.
- **Curriculum Vitae:** Applicants should include with their application their curriculum vitae, which includes previous academic studies, rationale for doctoral studies, personal goals, area of research interest, and description of current and past ministry responsibilities.
- **Test Scores:** Applicants should submit his or her GRE score for verbal, quantitative, and writing; however, the applicant may request to complete an entrance exam in lieu of taking the GRE.
- **TOEFL:** For international students, a minimum TOEFL iBT score of 100 or 120 on the Duolingo English Test (DET).
- **Interview:** EdD faculty will review the applicant's admissions portfolio and, if necessary, will arrange for an entrance interview.



MATRICULATION TIMELINE

Time frame	Action
Preliminary Step Academic year prior to the anticipated beginning of studies	Applicant gathers application materials including: test scores, writing sample, church endorsement form, current curriculum vitae
Application Deadline January 31	Applicants must submit to the Admissions Office: application, official transcripts, church endorsement form, GRE scores or request an entrance exam, TOEFL or DET (if applicable), and writing sample
Faculty Interviews As needed	If requested, applicants interview with EdD faculty either on campus or via video
Decision Letters Sent Upon completion of review	RDS Office issues decision letters to applicants upon completion of review

ACADEMIC REQUIREMENTS

Each applicant's portfolio will be evaluated by EdD faculty. Admission decisions rest totally on the strength of the entire portfolio. Those deemed insufficiently prepared will be recommended for another degree program in the institution or denied admission altogether.

RESEARCH LANGUAGE REQUIREMENTS

Applicants are required to complete EDMIN 4383 Research and Statistics for Advanced Studies or the equivalent from another institution (with a grade of B or higher) prior to beginning coursework. Additionally, the student is required to earn a grade of "B" or higher in the Empirical Research Methods EdD Seminar which will fulfill the language requirements in the EdD program.

ADMISSIONS DECISIONS

After an applicant's admissions materials have been received, reviewed, and a decision made, the EdD program director will make a recommendation regarding admission to the RDS director. In rare instances, the RDS director may reject the admission recommendation after consulting with EdD faculty and the dean of the Terry School of Educational Ministries. The RDS Office will notify applicants with final admission decisions.

Applicants denied admission to the program may reapply only once. All application materials are confidential. The RDS director and faculty are under no obligation to communicate information regarding the rationale behind admission decisions.

Students admitted to the EdD program are expected to begin seminar studies in June of the year they are admitted. Prior to beginning seminars, newly admitted students may opt to defer their doctoral studies for one year by giving written notice to the RDS Office and paying a \$1,000 non-refundable deposit. Students who fail to begin their coursework in the year following their admission will need to reapply.

POST-ADMISSION PROCEDURES

Upon admission to the program:

1. The admitted student will receive seminar information for the next academic year. Students will be registered for the summer/fall semester by the RDS Office.
2. The student will participate in EdD New Student Orientation. EdD New Student Orientation is an on-campus experience involving all schools across Southwestern. EdD New Student Orientation will be scheduled by the RDS office.
3. The EdD program director will enlist EdD supervisors for each cohort of students. The supervisor will be a scholar who specializes in the student's concentration area. The EdD program director will communicate to each student his or her supervisor within the first semester of study.

NEW STUDENT ORIENTATION

All new students must attend an EdD orientation in person (IMB field personnel may join synchronously online). All announcements concerning the schedule of RDS program orientations are issued by the RDS Office.

CARRELS IN ROBERTS LIBRARY

At the beginning of seminar studies, residential EdD students may request a carrel in the Roberts Library. The coordinator of doctoral carrels makes carrel assignments annually, renewable upon student request. EdD students must follow all library regulations, including those pertaining to carrel use.

TUITION

Each EdD student is required to pay the program fee.

Tuition – Southern Baptist (Cooperative Program)	\$19,900 (for entire program)*
Tuition – Non-Southern Baptist	\$29,850 (for entire program)*

*Subject to change. Please contact sfs@swbts.edu for current tuition price.

The student will make a \$1,000 non-refundable deposit when accepting admission and the balance will be paid interest free over the 36-month program. Students will have the ability to set up a payment plan. Students will be billed each semester for six semesters. Students must pay any remaining balance on their accounts prior to graduation.

FACULTY SUPERVISORS

Faculty supervisors are assigned to students upon matriculation. Supervisors provide counsel and direction for the development of the student's dissertation prospectus, final dissertation, and dissertation defense. The supervisor also assists in evaluating the student's comprehensive examinations. Specific areas of research for the student must fit within the research expertise of the supervisor.

Supervisors may determine that a student lacks doctoral level competence in English, empirical research skills, or other areas of such significance that the student's academic progress is in jeopardy. In such cases the supervisor, in consultation with the EdD program director, dean of the Terry School of Educational Ministries, and RDS director, will require the student to complete remedial studies in the area(s) of weakness. In cases of dispute, the RDS director will make a final decision.

CHANGING CONCENTRATIONS

Once accepted into the program, a student may only change concentrations in exceptional circumstances and with the approval of the EdD faculty. Typically this involves the student's current supervisor, the student's potential supervisor in the intended concentration, the EdD program director, the RDS director, and the dean of the Terry School of Educational Ministries. If approved, the student must then complete any required leveling work for the intended concentration before progressing in the program.

REGISTRATION AND DROPPING SEMINARS

Seminar registration occurs approximately four months prior to the beginning of the academic year. Each student will be registered by the RDS Office. Students are normally not allowed to drop or add seminars after the conclusion of the registration period. Exceptions to this policy require the approval of the seminar professor(s), supervisor, and the EdD program

director. Students who do not complete the drop process and do not participate in a seminar in which they are enrolled will receive a failing grade for the seminar and be placed on probation.

SEMINARS & SEMINAR STRUCTURE

There are two semesters per year in the EdD program.

Summer (Year 1 only):

June - July*

Fall:

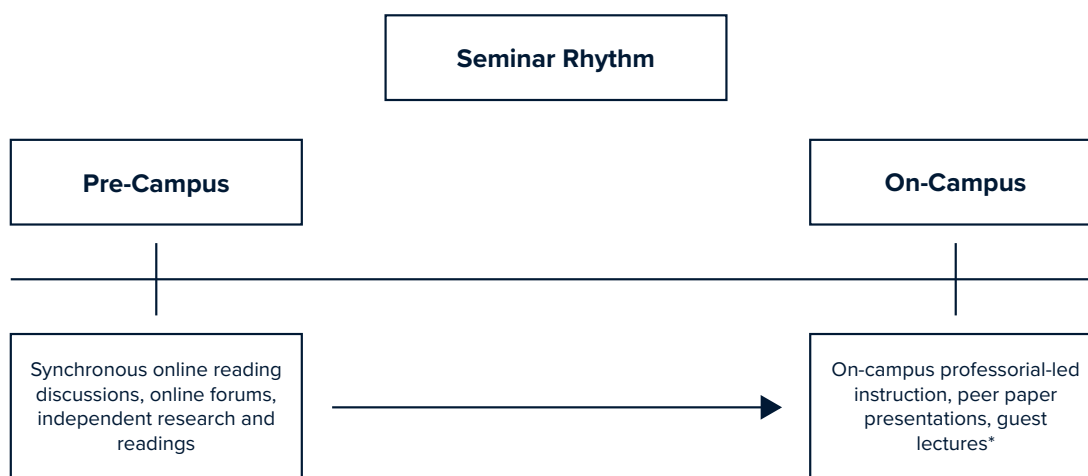
August - January

Spring:

January - May

*At the beginning of a student’s program he or she will be enrolled in the Graduate Research and Writing Seminar (2-hour credit) for the months of June and July.

Students will independently begin preparation for the on-campus seminar preparation in August and January of each semester when they receive their syllabi for their 4-hour credit seminars. Students will engage in synchronous online reading discussions, online forums, and independent research and readings. Students will also complete foundational assignments including readings and paper development in preparation for the on-campus seminars.



*IMB field personnel are exempt from the residential requirement for on-campus seminars but must join synchronously. The schedule for on-campus seminars will be:

Day	Activity	Time
Monday	Seminar 1	8:30 a.m. - 8:00 p.m.
Tuesday	Seminar 1	8:30 a.m. - 8:00 p.m.
Wednesday	Seminar 1	8:30 - 11:00 a.m.
Wednesday	Dissertation Workshop	1:00 - 5:00 p.m.
Thursday	Seminar 2	8:30 a.m. - 8:00 p.m.
Friday	Seminar 2	8:30 a.m. - 8:00 p.m.
Saturday	Seminar 2	8:30 a.m. - 12:00 p.m.

These on-campus seminars will occur during the student’s first four semesters in the program. The last semester is reserved for students to research and write toward their dissertations.

SEMINAR REQUIREMENTS

Students must successfully pass a written comprehensive exam (see page 10) after completing all seminars before submitting a dissertation.

EdD students must complete the following courses:

Graduate Research and Writing	2 hours
Empirical Foundations for Education and Leadership Research	4 hours
Theological, Philosophical, and Historical Foundations for Education	4 hours
Teaching and Learning: Theory and Practice	4 hours
Theological Foundations for Leadership	4 hours
Organizational Culture and Development	4 hours
Specialized Concentration Seminar I	4 hours
Specialized Concentration Seminar II	4 hours
Specialized Concentration Seminar III	4 hours
Mentorship and Guided Research	4 hours
Dissertation Research and Writing	4 hours
Dissertation Defense (30,000 – 45,000 words)	4 hours

GRADING

Each professor determines the requirements and method of evaluating students in the seminar. Any student who makes below a B (i.e., a B- or lower) in a seminar will be placed on academic probation for the remainder of the seminar stage. Additionally, the student will be required to retake the seminar, or an equivalent, as soon as possible. Failure (receiving a grade lower than B) of any two seminars results in immediate dismissal from the program. Students may be terminated from the program if their work does not merit their continuing in doctoral studies.

ACADEMIC PROBATION

Students who receive a grade lower than B, or who demonstrate any tendency or activity that would fail to fulfill the high standards of the EdD program, will be placed on academic probation by the RDS director. Also, any student who does not maintain a 3.3 GPA throughout his or her period of research will be placed on academic probation. Individuals who are placed on probation will be reviewed by the RDS director, EdD director, and concentration faculty. Individuals may be removed from probation only by action of the EdD and the RDS director. Failure to remedy the conditions that led to probation will be grounds for termination from the program.



ED.D. COURSE DESCRIPTIONS

EDDEM 7012 Graduate Research and Writing

A survey of research and writing strategies for the preparation of seminar papers and dissertation writing.

EDDEM 7116 - Empirical Foundations for Education and Leadership Research

A study of research methodology related to literary, qualitative, and quantitative analysis including research design, data collection, statistical evaluation, and the documentation of findings.

EDDEM 7126 - Theological, Philosophical, and Historical Foundations of Higher Education

A survey of the theological, philosophical, and historical foundations of higher education will be conducted resulting in students articulating a theologically and historically informed philosophy of Christian higher education.

EDDEM 7136 - Teaching and Learning: Theory and Practice

An analysis of contemporary teaching and learning theory with an emphasis on instructional practice in higher education contexts.

EDDEM 7146 - Theological Foundations for Leadership

An examination of the biblical and theological foundations of Christian leadership with particular attention given to theological themes that influence leadership practice.

EDDEM 7156 - Organizational Culture and Development

A survey of organizational culture and change process theory with emphasis given to the development of missionally effective organizations.

EDDEM 7216 - Mentorship and Guided Research

A directed study of field specific literature related to the student's dissertation research. The student will complete the dissertation prospectus during this seminar.

EDDEM 8016 - Dissertation Research and Writing

Under the direction of the student's doctoral dissertation supervisor, the student will conduct the necessary research and complete the dissertation in a timely fashion.

EDDEM 8024 - Dissertation Defense

The student will defend the completed doctoral dissertation before the dissertation committee who is responsible for evaluating the quality of the research and writing.

HIGHER EDUCATION ADMINISTRATION

EDDHE 7016 - Organizational Administration and Governance in Higher Education

A survey of organizational theory and governance policies in higher education contexts.

EDDHE 7026 - Student Services Administration in Higher Education

A study of student services administration in higher education contexts.

EDDHE* Administrative Leadership in Higher Education***

[Description coming soon]

ORGANIZATIONAL LEADERSHIP

EDDOL 7016 - Leadership and Management Theory

A critical examination of contemporary leadership and management theory and practices in light of a robust biblical and theological perspective.

EDDOL 7026 - Team Dynamics: Theory and Practice

A study of the application of group dynamics theory to organizational leadership. Particular attention will be given to shared leadership models, team leadership competencies, and team effectiveness.

EDDOL * Organizational Leader Development and Succession***

[Description coming soon]

TEACHING AND EDUCATION MINISTRY

EDDTE 7016 - Curriculum Design for Educational Ministry

A survey of curriculum design theory and methodology related to higher education and local church contexts, with emphasis on developing necessary competencies related to curriculum development.

EDDTE 7026 - Christian Formation and Human Development

A study of historical and contemporary perspectives on human nature and development with attention given to analyzing social-scientific development theories using a biblical worldview. An emphasis will be placed on Christian formation in light of cognitive, moral, and physical maturation.

EDDTE * Historical Foundations of Biblical Education***

[Description coming soon]

TRANSFER CREDIT

In general, students applying for acceptance into the research doctoral programs at SWBTS may not transfer doctoral-level credits from other institutions. Exceptions to this policy require the approval the EdD director, RDS director, and the dean of the Terry School of Educational Ministries. Students already in the EdD program may be directed by their supervisors, in consultation with the EdD director, to complete doctoral-level work at another institution. The maximum amount of external study that may be credited to a student's program is the equivalent of two research seminars (8 hours).

COMPREHENSIVE EXAM

The written comprehensive exam measures students' breadth and depth of knowledge, their ability to sustain an argument, engage in critical thinking, defend judgements, and synthesize material, demonstrating the relevance and implications of ideas in creative and substantive ways. Students will complete a written comprehensive exam at the completion of all seminars. The written comprehensive exam is designed by the EdD concentration faculty, scheduled through the RDS office, and evaluated by the student's dissertation supervisor.

WRITTEN EXAM GUIDELINES

- The exams will be completed in person or proctored synchronously online.
- The student will have 8 hours to complete the written exam.
- Students may not use study aids during the written comprehensive exam. (A computer without internet access may be used with the dissertation supervisor's approval.)
- Written exams will be graded by the student's dissertation supervisor.
- The grading will be filed electronically and a copy of the written exam itself will be stored in the student's file.
- The student will receive a grade of pass/fail.
 - Any student who receives a fail grade on any comprehensive exam will receive one additional opportunity to pass the exam. Students who do not pass on the second attempt may petition to be considered for a Master of Theology degree in recognition of their seminar work.

ED.D. PROSPECTUS

- Students will be assigned a supervisor at the beginning of their program. Once the student is ready to defend his or her prospectus, the dissertation supervisor will assign a second reader. At the discretion of the supervisor, a third reader may be used if necessary. The supervisor and second reader (a third reader if necessary) will form the student's dissertation committee.
- Throughout the seminars, the student will develop, in consultation with his or her supervisor, a dissertation prospectus using the faculty approved EdD dissertation prospectus template.
- The student will complete and defend his or her dissertation prospectus during the Mentorship and Guided Research seminar 3.
- The student may not engage in empirical research with human subjects until the research methodology has been approved by the SWBTS Institutional Review Board and until the dissertation prospectus has been approved by the student's dissertation committee. The student must file the appropriate paperwork with the SWBTS Institutional Review Board.



ED.D. EMPIRICAL PROSPECTUS AND DISSERTATION TEMPLATE

CONCEPTUAL DISSERTATION TEMPLATE:

Prospectus	Chapter 1	Show the problem; make the reader aware of the problem and present a thesis statement related your argument or position on the issue.
	Chapter 2	How did we get to this problem? What is the historical context of the problem? Close chapter with an outline of where you're going with the rest of the dissertation.
To be completed after prospectus defense	Chapter 3	Where we are <i>now</i> with this problem: Deep dive into solving the problem. Exploring and exposing all the tentacles associated with the problem. The many dimensions of the problem should be explored. The complexity of the issue should be addressed fully.
	Chapter 4	Where you think we can go with this problem. Solve the problem for the reader and establish the fulfillment of your thesis.
	Chapter 5	Summarize your work and draw conclusions. Also, address the implications of your research as well as further areas of exploration that should be prioritized.

EMPIRICAL DISSERTATION TEMPLATE

The prospectus is comprised of the first 3 chapters of the dissertation. Chapters 4 & 5 are only allowed to be completed after the prospectus has been approved by the dissertation supervisor and the student has passed comprehensive exams.

Chapter 1 Introduction

This section is your “sales” tool to convince your reader why your research is needed.

*Your supervisor reserves the right to move or add sections to chapter 1 to fit their preference. However, none of the sections below may be removed from chapter 1.

1. Introductory statement (1-2 pages)
2. Statement of the problem
3. Purpose of the study
4. Synthesis of related research
(This section is different from the review of literature found in chapter 2, but rather is a synthesis of research already conducted showing the void in the research area to be addressed that leads to the significance of the study.)
5. Significance of the study
6. Variables
7. Key terms and definitions (operationalized; literature support provided)
8. Research hypothesis(es)

Chapter 2 Review of Literature

This should be a synthesis of the literature relevant to your study. (This is not a listing of past/current studies.)

Chapter 3 Methodology

*Your supervisor reserves the right to move or add sections to chapter 3 to fit his or her preference. However, none of the below sections may be removed from chapter 3.

1. Methodology
 - a. Research hypothesis(es)
 - b. Population (be specific)
 - c. Sampling (make sure you are clear in demonstrating how your selected sampling choice is correct)
 - d. Instrument (Provide some background of the instrument and why it is appropriate for your research. If you are using an existing instrument please place proof of permission to use in an appendix.)
 - e. Reliability and validity
 - f. Assumptions
 - g. Design (Type of study: descriptive, experimental, qualitative, mixed methods. Describe why your chosen design is appropriate for your study.)
 - h. Data collection (procedure for collection data, provide a step-by-step description)
 - i. Data analysis (in-depth description of how you will analyze your data and why your chosen method is best for this study)
 - j. Reporting the data
 - k. Limitations and delimitations
 - l. Ethical issues

Chapter 4: Findings

1. Description of the sample
2. Hypothesis(es)
3. Other findings

Chapter 5: Discussion, Implications, Recommendations

1. Research summary
2. Research interpretation
3. Research implications
4. Research limitations
5. Further research recommendations
6. Conclusions



ED.D. DISSERTATION

STUDENT PROGRESS IN DISSERTATION STAGE

The student preparing a dissertation must first pass his or her comprehensive exam and earn a grade of “pass” before being enrolled in Dissertation Research and Writing.

WRITING THE DISSERTATION

Each candidate for the Doctor of Education degree must successfully complete a dissertation based on the candidate’s systematic inquiry into an area of advanced research.

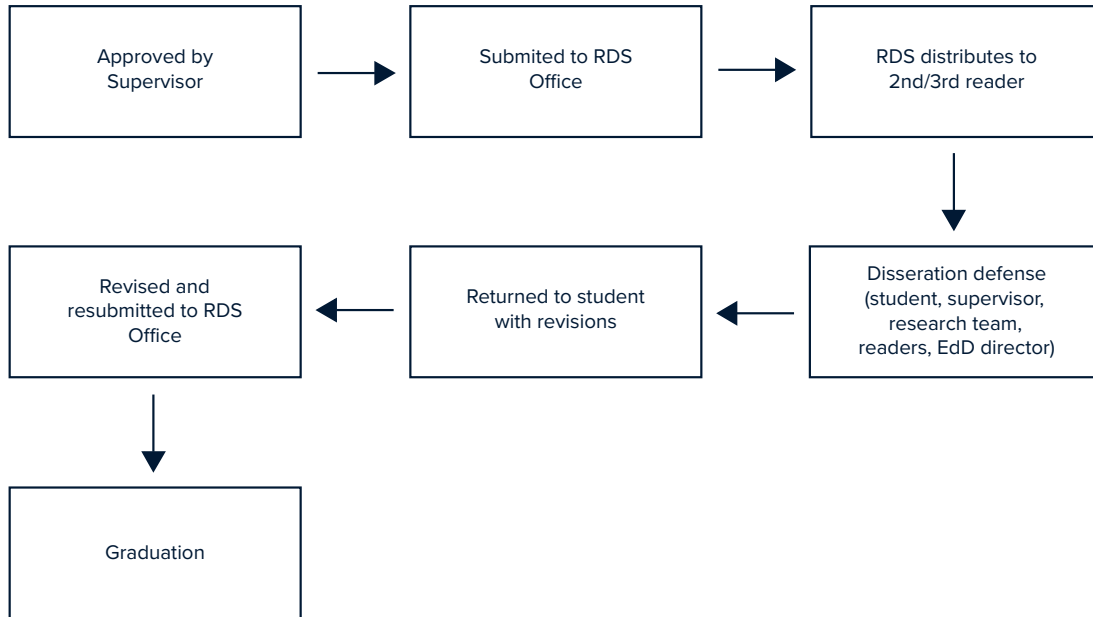
The EdD dissertation must argue for a clearly articulated thesis which constitutes a contribution to scholarship in its field. It should demonstrate the candidate’s ability to design a viable research project, pursue the research in relative independence, and write with clarity and force. EdD dissertations should contribute knowledge that has the potential for publication, whether in professional journals or in books, articles, or media distributed in faith-based communities, and for potential application in church, family ministries, or the marketplace.

The student works with the supervisor throughout the preparation of the dissertation. The student’s dissertation committee must approve the student’s Dissertation Defense Draft prior to formal submission to the RDS Office. Submitting the dissertation draft does not guarantee that the dissertation will pass.

DISSERTATION PROCESS

Prior to Semester 1 (at program matriculation)	Visit with dissertation supervisor to share research interests and receive direction.
Semester 1	Student develops research profile and bibliography for dissertation. Research profile due to Program Director by Jan. 15.
Semester 2	Student writes chapter 1 of dissertation. Chapter 1 due to Program Director by July 1.
Semester 3	Student writes chapter 2 of dissertation. Chapter 2 due to Program Director by Jan. 15.
Semester 4	Student writes chapter 3 of dissertation. Chapter 3 due to Program Director by May 1. Student defends prospectus by Aug. 1.
Semester 5	Student completes comprehensive exams. Student begins work on writing chapter 4 and 5 of dissertation.
Semester 6	Student completes dissertation writing. Dissertation defense due no later than Jan. 31 for May graduation.

DISSERTATION APPROVAL PROCESS



TERMINATION FROM THE PROGRAM

Termination from the program may occur for any of the following reasons:

1. Failure to complete the program in the allotted time

While students have a maximum of 54 months from the point of matriculation to complete the program, the time missionaries serve on foreign field does not count against their 54-month deadline nor does time spent on military deployment.

2. Failure to maintain continuous enrollment

Each student must maintain enrollment each year and pay the required program costs from the time seminars begin until graduation.

3. Academic dishonesty

Students caught plagiarizing will result in immediate dismissal from the EdD program. EdD faculty are instructed to inform the student of the alleged offense and then required to report the offence to the Dean of Students, RDS director, and dean of the Terry School of Educational Ministries.

LEAVE OF ABSENCE

Students in good standing may petition the RDS director for a leave of absence from their program. The RDS director, in consultation with appropriate faculty, has the sole discretion to grant or deny the leave of absence request. If granted, a leave of absence will last for one semester. Students will not usually receive more than a single, one-semester leave of absence during the course of their studies.

If a student faces extreme circumstances, he/she may petition the RDS director for a second, one-semester leave of absence. No student may receive more than two leaves of absence. Should a student need additional time away from the program than the leave of absence will allow, the student should consider withdrawing from the program and reapplying at a later time.

All requests for a leave of absence should be received in the RDS Office no later than the last day to drop classes of the current semester. The student's transcript will be notated with "leave of absence" or "LOA" during the appropriate semester(s).

WITHDRAWAL FROM THE PROGRAM

RDS students in good standing may withdraw from their program by submitting written notification of their intent to the EdD and RDS directors. Students who withdraw from the RDS program may subsequently apply for re-admission. However, re-admission cannot be guaranteed. Students who have withdrawn from the EdD program must first gain re-admission to SWBTS. Decisions about re-admittance to the EdD program will be made by the RDS director, EdD director, and the applicant's former supervisor.

ED.D. PROGRAM OVERVIEW

Term	Emphasis	Course Title	On Campus	Notes & Dissertation Process	Hr
Summer		Graduate Research and Writing	NR	Summer course (June/July)	2
	Core	1 Empirical Foundations	Jan	Research Profile submitted to Director by Jan 1	4
Fall	Core	2 Theological, Philosophy, and Theology of CE Higher Education	Jan		4
	Core	Fall Dissertation Workshop	Jan	Dissertation workshop on Wednesday 1:00 pm-5:00 pm	
Spring	Core	3 Theological Foundations for Leadership	June		4
	Concentration	Spring Dissertation Workshop	June	Dissertation workshop on Wednesday 1:00 pm-5:00 pm	
		4 Organizational Admin & Governance in Higher Education	June		4
		Leadership and Management Theory	June		
		Curriculum Design for Education Ministry	June		
	Mentorship and Guided Research 1	NR	Chapter 1 submitted to Director by June 1 (July 1)	1	
Fall	Core	5 Organizational Culture and Dev	Jan		4
	Concentration	Fall Dissertation Workshop	Jan	Dissertation workshop on Wednesday 1:00 pm-5:00 pm	
		6 Student Services Administration in Higher Education	Jan		4
		Team Dynamics: Theory & Practice	Jan		
		Christian Formation and Human Development	Jan		
		Mentorship and Guided Research 2	NR	Chapter 2 submitted to Director by Jan 1	1
Spring	Core	7 Teaching and Learning: Theory and Practice	June		4
	Concentration	Spring Dissertation Workshop	June	Dissertation workshop on Wednesday 1:00 pm-5:00 pm	
		Higher Ed Concentration #3	June		4
		Organizational Leadership Concentration #3	June		
	Historical Foundations for Biblical Education	June			
	Mentorship and Guided Research 3	NR	Chapter 3 submitted by 5/1, Prospectus def by Aug 1	1	
Summer		Written Comprehensive Exams			
Fall	Core	Mentorship and Guided Research 4	NR		1
	Core	Diss Research and Writing	NR		4
Spring	Core	Diss Research and Writing	NR		4
	Core	Diss Research and Writing	NR	Chapters 4-5 written/defended by Jan. 31	4
Total Hours					50

LEGEND

- Core Seminars
- Concentration Seminars
- Dissertation Development with Supervisor