

"...That in all things He might have preeminence." Colossians 1:18

DOCTORAL HANDBOOK

2024-2025



MID-AMERICA

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Introduction

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

Accreditation

Mid-America Baptist Theological Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees. Mid-America also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Mid-America Baptist Theological Seminary may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Our Purpose

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

Mid-America attempts to guide students into a thorough understanding of the Bible and its relevance for today, preparing those who have been called by God to preach and teach the Word of God. Further preparation is offered through instruction in preaching, counseling, administration, and cross-cultural ministry. In addition, all graduate and doctoral students are required to participate in the Witness One:Seven Program of the school and are encouraged to be involved in churches during their seminary days. Undergraduate students are encouraged but not required to participate in the GO! Program.

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

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

In response to the distinct training needs among Southern Baptists, the Seminary offers the following degree programs: associate, bachelor of arts, bachelor of science, master of arts, master of divinity, Doctor of Ministry, and Doctor of Philosophy.

Mid-America Baptist Theological Seminary desires to glorify Jesus Christ as Lord and Savior. This purpose is achieved by:

- Teaching the Bible as the verbally inspired Word of God, wholly without error as originally given by God, and sufficient as our infallible rule of faith and practice;
- Maintaining high academic standards and promoting reverent scholarship;
- Teaching that people should be faithful in the Lord's service through the local church;
- Demonstrating the fruit of the Spirit as His gifts are exercised; and
- Training people to do evangelism at home and cross-culturally.

Policy of Nondiscrimination Toward Students

Mid-America Baptist Theological Seminary admits students of any race, color, nationality, or ethnic origin. The Seminary does not discriminate on the basis of race, color, age, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs. The rights, privileges, and activities accorded to students are given equally to all students who have been admitted.

Student Grievance Policy & Procedure

Seminary policy grants to the administration and faculty of Mid-America Baptist Theological Seminary the authority to develop and administer the processes for study and other issues related to student life. Students are expected to conform to expectations and standards of performance and conduct. However, the same polity that establishes the governance of academic and administrative affairs allows the

student the opportunity to seek recourse from what they consider unfair or unjust evaluations or processes. In the case of doctoral students, grievance procedures and decisions are established and administered by each doctoral committee. Before completing the following application for grievance for redress, the student should:

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

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

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

Section I – Student Grievances

For Grievances of Student Issues Related to Interpersonal Issues

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

Section II – Academic Grievances

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

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

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

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

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

Section III – Administrative Grievances

For Grievances of Administrative Issues Related to Support Services

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

Section IV – Sexual Harassment

For Grievances of Academic or Administrative Issues Related to Sexual Harassment

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

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

- Submission to such conduct is made either explicitly or implicitly as terms or conditions of a student's academic achievement, or
- Submission to or rejection of such conduct is used as the basis for decisions regarding the student's academic status, or
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

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

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

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

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

Section V – Honor Code

Each Student Agrees:

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

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

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

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

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

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

A Student Disciplinary Committee will handle all cases referred to it by the appropriate Dean and will be the appellate body for decisions made by the Dean that are appealed by the student. The Committee will handle any case involving the possible dismissal of a student, and dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him/her. He/she may be accompanied by a personal representative, may bring witnesses on his/her own behalf, and may choose not to answer any of the questions directed to him/her.

If either the Student Disciplinary Committee or the student deems the advice of a lawyer necessary, such a person may give any advice he/she believes pertinent; but he/she may not enter into the proceedings and/or deliberations of a Student Disciplinary Committee.

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

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

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

Section VI – Accreditation Grievances

For Grievances Related to Compliance with the State Authorization Reciprocity Agreements (SARA)

Any current or former student enrolled in an online course leading to a degree or certificate provided by a SARA-approved institution in the State of Tennessee may file a complaint against that institution. An allegation that the institution violated deceptive trade practices or consumer protections.

An allegation that the institution does not meet the standards established by the institution's accrediting agency or state authorization requirements under the regional SARA compact or NC-SARA.

Note: Complaints involving student grades or student conduct violations are governed entirely by institutional policy.

Complaints must first go through the institution's complaint process for purposes of resolution before the complaint is brought to the SARA Portal Agency in Tennessee.

Student Discipline and the Judicial Process

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

It is the desire of MABTS to be responsive to the needs of the student in all areas of his or her life. As a school, we have established policies and procedures in both academic and financial areas as well as personal, moral/ethical, and spiritual development. These policies and procedures are intended to cover most circumstances that may arise; but it is recognized that on occasion there are situations that warrant special, individual consideration.

Ethical and Moral Development

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

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

- Dishonesty, including cheating, theft, plagiarism, forgery, or giving false information on official documents;
- Obstruction or disruption of teaching, research administration, or seminary-sponsored activities by force or violence or threat of violence;
- Physical, sexual, verbal, or written abuse or schemes to perpetuate oppression and unbiblical control of a spouse or member of Mid-America;
- Theft or damage to seminary or community property or the personal property of a member of the seminary community, which includes taking materials from the library;
- The use of tobacco, alcohol, marijuana, vaping, or the abuse of controlled substances;
- Any expression of sexuality contrary to Biblical teaching. This includes identifying one's sexuality in a way contrary to Scripture. Examples include but are not limited to, sodomy, adultery, sex outside of marriage, identifying as homosexual, or participation in same-sex relationships;
- Any blurring of the boundary between maleness and femaleness, such as identifying oneself as a transvestite, transsexual, or transgender, is contrary to biblical standards and is considered grounds for removal from the Seminary;
- Participation in or viewing of pornography;
- Unauthorized entry to or use of seminary facilities or equipment;
- Failure to comply with directions of the president or other officers of the seminary when acting in the performance of their duties;
- Conduct which adversely affects the member's suitability as a member of the seminary community or which interferes with the rights and privileges of another member of the seminary community; or
- The willful commission of any act which is a crime under local or national laws that results in a criminal charge and conviction in any court of competent jurisdiction.

Regulation Regarding Divorce

The seminary does not admit anyone as a student who has ever been divorced or whose spouse has ever been divorced. This applies without exception both to those who are innocent parties of divorce and to others. Such a policy does not judge the manner of life of any divorced person.

The regulation, however, is established as a witness to God's original intention for the lifelong covenant of marriage. Matthew 5:32; 19:3-9; Mark 10:5-9; Luke 16:18; and Malachi 2:16 are the primary biblical passages that support this understanding.

Regulation Regarding Female Students

Associate of
CHRISTIAN EDUCATION

Master of Arts,
BIBLICAL COUNSELING,
CHRISTIAN MINISTRIES,
MISSIONOLOGY,
THEOLOGY, OR
WORSHIP

Light THE
way

Bachelor of Science,
BUSINESS ADMINISTRATION
OR
ORGANIZATIONAL LEADERSHIP



Doctor of Ministry,
CHURCH REVITALIZATION,
BIBLICAL COUNSELING,
MISSIONS, OR
CHRISTIAN EDUCATION

Bachelor of Arts,
CHRISTIAN STUDIES
OR
BIBLICAL COUNSELING

Master of Divinity,
BIBLICAL COUNSELING,
CHRISTIAN MINISTRIES,
MISSIONOLOGY, OR
URBAN CHURCH PLANTING

Doctor of Philosophy,
CHURCH HISTORY,
MISSIONS,
EDUCATION,
BIBLICAL COUNSELING, OLD
TESTAMENT, NEW TESTAMENT,
THEOLOGY

These programs are designed to prepare students for ministries in education, counseling, or cross-cultural missions. Degree programs designed to prepare students to serve as ordained pastors [Associate of Divinity, Master of Divinity (Pastoral Ministry), Doctor of Ministry (Pastoral Ministry, Expository Preaching), and Doctor of Philosophy (Practical Theology)] are available only to male students.

Female students are welcome to audit or to take for credit any individual course offered in the curriculum for which they are otherwise qualified. This policy accords with the seminary's conviction that the ordained pastor of a church must be male. The following is the trustee resolution mandating this conviction: "We believe that God has blessed women and has given them a position of honor and opportunities for service. However, we believe that Scripture prohibits a woman from serving as pastor of a church." The following Scriptures specifically refer to this regulation:

- 1 Corinthians 11:3ff. This passage teaches that women are under the leadership of men. (This headship relates to functional relationships, not spiritual standing.) For a woman to serve as pastor/teacher reverses this creation ordinance.
- 1 Timothy 2:9–15. This passage is part of a larger context that outlines the qualifications of bishops (pastors) and deacons and forbids women to exercise positions of authority and teaching over men. Therefore, a woman should not be the pastor of a church.
- Genesis 2–3. In the record of Creation and the subsequent fall of man, Adam stood in a primary relationship over Eve. The ramification of this position was intensified by the Fall (i.e., the negative aspects of subordination of woman to man) but was in existence before the Fall. Thus, from Creation and in the Fall, the woman is subordinate to the man, which is the basis of Paul's argument in 1 Timothy 2:13–14 in which women are forbidden to teach or exercise authority over men in the church.

Witness One:Seven Requirements

All students are required to remain current in their Witness One:Seven requirements. No academic credit is given for seminar work during any semester the student fails to complete this requirement. Residential students must receive permission from Student Life to watch chapel online. Online students must watch chapel online; there are no longer exemptions for chapel. Regardless of permission to be an online participant in chapel, the student must submit Witness One:Seven reports to the Witness One:Seven office through the form provided at the end of each semester.

Doctor of Philosophy and Doctor of Ministry students are classified as full-time students during all phases of the PhD/DMin program. Students must complete two hours of practical missions per week and witness to an average of at least one person per week during each semester. They must attend chapel either online or residentially. No more than six absences are allowed during the semester. Students who live a distance from the seminary will be expected to watch the Report hour podcast available on the MABTS website, students must attend or view at least 24 report hours in a semester.

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

Library

All library services are available to doctoral students. After approval into the doctoral program, Student Life or IT will send the student login information for online access to the library. The student identification card allows the student to (1) check out up to 250 books, (2) recheck books once a term, (3) and renew books by fax, mail, or email.

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

As reminders, doctoral students are e-mailed notices before each doctoral due date. Details for rechecking are stated in the notices. Doctoral students are allowed to recheck books the week of the due date. Fines will begin the Tuesday after that week with \$100 being the maximum fine per term. Materials being returned by mail should be insured. This allows for tracking of lost materials.

Please make a list of the books you desire for your doctoral work according to priority and submit it in person or by fax, mail, or email.

Library staff to contact:

Head of Circulation: 901-751-3007

Bookstore

The seminary bookstore may carry some of the books required for seminars. Most will be available online at sites such as Christian Book Distributors or Amazon. The bookstore manager is available to assist you. The bookstore's phone is 901-751-3003.

Student Responsibility

To demonstrate competence in self-supervision, the doctoral student shall be solely responsible for meeting deadlines and completing assignments. The student must maintain continuous enrollment throughout the program and is responsible for registration each semester.

The student is also solely responsible for selecting, proposing, conducting, and reporting on the dissertation or major ministry project. In this process, the candidate may seek counsel from any source, but he or she **MUST** work with his or her advisor chapter-by-chapter throughout the process before submitting the final project or dissertation to the committee for consideration.

Records

Appropriate records of each student's program of study are maintained in the office of the Registrar and the office of the Doctoral Programs. These records are maintained each term to serve as an indicator of the student's progress toward graduation. Permanent records are maintained in fireproof facilities.



Doctor of
Ministry



Doctor of Ministry



Description of the Program

The Doctor of Ministry degree is an advanced professional degree designed to enable students to practice ministry at a high level of competency. The program builds on the general theological preparation of the master of divinity degree and moves toward a concentration that combines theory and significant experience. The professional character of the degree is designed to prepare students to be effective in the practice of ministry rather than preparing for research and teaching vocations.

The program of study integrates the classical disciplines of biblical, historical, theological, social, and linguistic studies with those significant tasks of one involved in the practice of ministry. It assists those whose responsibilities range broadly in pastoral, missionary, or administrative ministries by enhancing both competency and excellence in the practice of ministry. Six Doctor of Ministry specializations are offered: Biblical Counseling, Christian Education, Church Revitalization, Expository Preaching, Missions, and Pastoral Ministry.

Educational Objectives

1. To enable participants to develop a theology of ministry that is responsive to the leadership of God and the needs of the church or ministry in which he serves;
2. To satisfy the demand for continuing education in ministry;
3. To renew the personal life of faith and servanthood of the participant;
4. To stimulate continued growth on biblical and theological foundations;
5. To develop skills that facilitate intellectual inquiry, creativity, and critical thinking;
6. To enable participants to communicate the truth of God's Word effectively with greater competency in the total practice of ministry;
7. To enable those serving in mission ministries to gain competence in the practice of mission ministries; and
8. To enable the participant to acquire a sensitivity for the needs of society, thus preparing participants for excellence in ministry leadership in a complex and changing world.

Student Status

All admission requirements to Mid-America Baptist Theological Seminary and to the Doctor of Ministry program must be met prior to enrollment in any course in the Doctor of Ministry program. Any exception to this policy must be approved by the Associate Dean of Doctoral Programs and the Doctoral Programs Committee.

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

Student Responsibility

To demonstrate competence in self-supervision, the Doctor of Ministry student shall be solely responsible for meeting deadlines and completing assignments. The student must maintain continuous enrollment throughout the program and is responsible for registration each semester.

The student is also solely responsible for selecting, proposing, conducting, and reporting on the major ministry project. In this process, the candidate may seek counsel from any source, but he or she **MUST** work with his or her advisor chapter-by-chapter throughout the process before submitting the final project to the committee for consideration.

System of Study

The system of study employed by the Doctor of Ministry Program at Mid-America Baptist Theological Seminary is designed to take three years to finish.

The system will operate as follows: Upon satisfactory completion of all the prerequisites required for admission, students will receive notification of their acceptance and will normally begin seminar work in the next available semester. From that point on, students will follow the prescribed curriculum according to one of the six Doctor of Ministry specializations: biblical counseling, Christian education, church revitalization, expository preaching, missions, or pastoral ministry.

Doctor of Ministry Curriculum



Doctor of Ministry Seminars

All seminars are four credit hours.

Doctoral Core (12 Hours)

The following doctoral core seminars are required for all concentrations except Biblical Counseling (an additional counseling course is offered instead of Leadership Development): Doctoral Research and Writing, Relationships/Spiritual Formation, and Leadership Development.

Doctoral Concentration (12 Hours)

The student will take 3 seminars (12 hours) in his or her chosen concentration. The following concentrations are available for study: Biblical Counseling, Christian Education, Church Revitalization, Expository Preaching, Missions, and Pastoral Ministry. The required courses for each concentration are listed in the MABTS Catalog.

Seminar Requirements

Each seminar has the following three components:

- A reading assignment must be completed prior to the end of the seminar. A minimum of 2,000 pages must be read and can be used for the seminar paper research. The professor has the discretion with flexibility when the reading is done. Every student must submit reading reports; these reading reports are required. At the discretion of the instructor, a pre-session assignment may be required. This information will be contained in the seminar syllabus.

- A weekly, two-hour class meeting that lasts for a 16-week semester. The day and time may vary per class. Each seminar carries four semester hours of credit.
- A written paper is required in which the student makes an application of the reading or intensive session material to his ministry setting. The paper will follow *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian, Ninth Edition, and the seminary form and style guide, which is based on Turabian's Ninth Edition. The length of the paper will be determined by the professor, but an average body of 25 to 40 double-spaced pages of material is expected. No grade will be given until this paper has been received and approved.

All work for any seminar must be completed before the student can attend another session. This includes the reading reports and the Witness One: Seven requirements. Any exception must be approved by the Associate Dean of Doctoral Programs.

Only coursework with a grade of B or above (3.0 on a scale of 4.0) will satisfy the requirements for this degree. If a student receives a B- in the course, the student need not retake the seminar but may be assigned remedial work by the professor that will, upon successful completion, bring the student's grade to a 90 (B).

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

Comprehensive Examinations

After the satisfactory completion of all seminars, students will participate in written comprehensive examinations. They will cover each of the seminars taken. The date of the examinations will be in March or July of the year the student finishes his or her final seminar. Students must pass at least three of these examinations on the first attempt. In cases of failure, students may retake a maximum of three of the examinations. If a second attempt is failed, the student must retake the seminar.

Advancement to Candidacy

The student will be advanced to candidacy status after the satisfactory completion of the comprehensive exams, all academic course work, the approval of the prospectus for the Major Project, and the completion of any Witness One: Seven deficiencies.

The student must initiate the process of advancement by submitting the prospectus for the major ministry project through the Doctoral Programs Office. The student will advance to candidacy after approval of the prospectus and if all requirements have been satisfied.

Major Ministry Project (6 hours)

In addition to the completion of 24 semester hours of doctoral-level seminars, each student must complete a project in the form of a paper studying either a ministry or a research topic. This project counts as six semester hours of credit. The timespan for the project is normally four to twelve months.

The Form of the Project

- The project must completely conform to the latest Turabian style guide and the MABTS supplement to the style guide.
- The project should display competence in communication, including correct grammar, spelling, form, clear organization, and understandable sentences. The student should use the third person singular in writing the project.
- The project should be between 100 and 150 pages in length, excluding the appendixes and sources consulted.
- The order of the page arrangement for the project is: blank page, title page, blank page, table of contents, list of tables (if any), text, appendix, sources consulted (bibliography), and blank page. The blank pages are to be added after the project is in .pdf format.
- The project will be evaluated by the faculty advisor and one other reader. There is a \$250.00 fee for the external reader.
- A project is acceptable if it contains 150 or fewer errors in form, style, grammar, and spelling. If errors number more than 150, advisors may return projects to students for correction. Students may then resubmit their project after correcting these errors. If advisors find more than 100 new errors or uncorrected errors in the second edition, the student cannot resubmit until the next graduation date.

Option A: Ministry Project

Developing the Prospectus

The idea for the project takes shape in the context of consultation with the assigned advisor and other faculty members.

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

Step 2. An eight- to ten-page rough draft of the prospectus is then presented for evaluation by the advisor. This prospectus should include the following:

- A rationale for the project, which identifies specific ministry needs to which the project relates, as well as the Doctor of Ministry coursework on which the project is based;
- A description of the ministry site in which the project will take place (i.e. geographical location, cultural setting, church or ministry setting, the student's position or role, etc.);
- A design for the project, including the strategy and time schedule for implementation (ordinarily from three months to one year in length);
- An explicit strategy for congregational involvement in the project; and
- Criteria for evaluation of the project after its completion.

Step 3. After input from the advisor, the student refines the prospectus and submits it to the Doctoral Office for submission to the Doctoral Committee for approval. The student should consult the advisor for guidance and clarification during the entire process.

The student should submit one copy of the prospectus (with synopsis, bibliography, and table of contents) to the Doctoral Programs Office by August 15th (for May Graduation) or April 1st (for December graduation). The Committee will (a) approve the prospectus, (b) suggest changes, or (c) reject it and call for another prospectus. The student may be invited to meet with the committee to defend or discuss the prospectus. Written approval by the committee should follow within thirty (30) days.

The Content of the Prospectus

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

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

Ministry focus. The prospectus should describe the setting, the needs, and the specific ministry situation that determines the nature of the project. Examples would be church growth; training of the laity for ministry; church renewal; evangelism; discipleship; youth outreach; pastoral care; marriage and family enrichment, etc.

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

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

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

Sources. The prospectus should list the books and resources the student plans to use. The final project report must contain a minimum of 100 resources (books, journal articles, interviews, unpublished materials, etc.). The prospectus should contain at least 50 to 60 resources.

The Form of the Prospectus

The prospectus should demonstrate the student's competence to communicate clearly, concisely, and in acceptable form. The style guides are A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, 9th Ed., and the seminary's form and style supplement. The prospectus should be no more than eight to ten pages long, excluding appendices and sources consulted. The order of the page arrangement is:

- First page: title page (the number does not appear on this page; see supplement)
- Second page: table of contents (see supplement)
- Third page: text (the first page of the text should be headed by Introduction with the page number at the top right corner).

Performance and Report of the Ministry Project

The Ministry Project may be started only after committee approval for the prospectus has been received. When this occurs, the student is advanced to candidacy status. The usual time for the entire project is four months to one year. The final written report of the Ministry Project must be submitted according to the dates listed on the Submission Dates Calendar given later in this handbook.

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

The Content of the Project Report

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

- An introduction:
 - a resume of the project idea as developed in the prospectus
 - a report of any preparation for the performance of the project which was made after writing the prospectus but before the beginning of the performance;
- A perceptive and competent reporting of the project performance in chronological sequence;
- A critical evaluation of the performance in relation to the objectives set forth in the prospectus. This should include
 - theological reflection i.e., a restatement of the theological themes which form the project in light of new insight which has come through critical reflection on the practice of ministry; and
 - discussion of the extent to which the objectives were reached and of the project as experienced in ministry.
- A bibliography of sources consulted (a minimum of one hundred resources are required, and the report must interact with at least one-third of this number in footnotes); The report should be written in such a way that the nature of the project may be understood without reading the prospectus.

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

Option B: Research Project

Doctor of Ministry students who wish to write a research project as the final project for their program of study may elect this option by submitting a research project prospectus to the Doctoral Programs Committee.

Characteristics of the Research Project

- It is expected that the research project will make a contribution to the literature in the field of practical theology, ministry, or applied missiology, rather than focusing on a strategy and objectives for ministry in a more specific ministry setting.
- The Major Research Project shall be an original product of research and writing to fulfill the requirement of the Doctor of Ministry degree. It is directed by a faculty advisor who is assigned by the Doctoral Programs Committee.
- Three components are required in a research project: biblical/theological study, a survey of related literature, and research of other churches.
- **The advisor will provide evaluation and criticism on a work-in-progress basis. The student is responsible for following the direction of the advisor in the process. This means that the student will provide the advisor with chapter-by-chapter updates.**
- The research project is written in a style and content appropriate to an audience of ministry professionals while maintaining doctoral-level scholarship through the use of extensive research in relevant literature, field sources, and critical thinking. The research project shall be produced in strict adherence to the Seminary's form and style standards.
- As an exercise in advanced study in ministry, the research project will require significant research and an adequate bibliography beyond those books read for the Doctor of Ministry seminars.
- The typical length of a research project is 125-150 pages. The student should secure permission from the Doctoral Programs Committee if the project exceeds 200 pages.

Research Project Process

- The project idea develops from self-examination, analysis of ministry needs, and consultation with the faculty advisor. The student should consult the faculty advisor for guidance and clarification during the entire process.
- The student then submits one copy of the prospectus (with synopsis, bibliography, and table of contents), to the office of the Doctor of Ministry program for processing by September 15th (for May graduation) or April 1st (for December graduation). Written approval by the Committee should follow within thirty (30) days.
- The Committee will (a) approve the prospectus, (b) suggest changes, or (c) reject it and call for another prospectus. The student may be invited to meet with the committee to defend or discuss his prospectus.

The Content of the Prospectus

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

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

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

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

Bibliography. Finally, a working bibliography must reveal sources already consulted. This will not be all the sources eventually used. It is tentative and subject to change.

Upon approval of the prospectus by the Doctoral Programs Committee, the student shall continue working closely with the faculty advisor throughout the process. Prior to the first submission date, the faculty advisor has the option to work with the student on a chapter-by-chapter basis. The student shall submit the research project to the faculty advisor on or before the date stipulated by the Doctor of Ministry program submission process guidelines. The faculty advisor will determine whether the research project meets academic standards. If the work is deemed adequate, he will return a corrected copy to the student.

The student will make corrections and resubmit the research project to the Doctoral Programs Committee, who will forward it to the external reader. The reader will assess the research project as to its content, form, and style. At any point, the work may be returned to the student for revisions or corrections, or the reader may recommend that the research project is not acceptable.

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

After the report has been approved, the student will submit the project to the Academic Coordinator's Office. It is the responsibility of the student to ensure that the pages of the report are in proper order.

Oral Examination

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

- The adequacy of the project as an undertaking contributing to Christian ministry;
- The degree of self-understanding and professional identity achieved by the student through the project; and
- The student's potential for professional competence in the practice of ministry.

The student discusses the inception, justification, development, implementation, evaluation, and impact of his project. This professional and creative presentation is considered a major component in the overall grade of the project. After passing, the student will submit the finished Project, with all final corrections and in the proper page order, to ProQuest.

If the student fails to perform satisfactorily either in the presentation or defense of the major project, with the consent of the Doctoral Programs Committee, he may have a second opportunity to submit an acceptable presentation or defense. In such a case the student may expect a delay in graduation.

Failure on the part of the student to follow the dates listed on the Submission Process Calendar could result in the postponement of the graduation until the next graduation service. The student must maintain continuous enrollment during his tenure in the program. If the project requires an extension beyond the fifth year, permission from the Doctoral Programs Committee will be required.

Publishing the Project (Using ProQuest)

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

ETD Administrator (ProQuest) is a site for students to submit their ETD (electronic thesis or dissertation) for publishing. Go to <https://www.etdadmin.com/main/home?siteId=1153>.

Double-check that the site has the Mid-America Logo in the upper right-hand corner. Select the “Sign In” box in the upper right-hand corner. Create an account. You will submit your dissertation (it should be in pdf format to do so). The step-by-step process instructions will be given to you at your oral examination; you can also contact the Doctoral Office for further guidance.

Completion Time

The Doctor of Ministry degree is designed to be completed in three years, but students may choose to take longer to complete the program. Continuous enrollment is required.

Graduation

Degrees are conferred in May and December at the regular graduation ceremonies of the seminary.

Expenses

The total tuition for the Doctor of Ministry degree is \$9,885.00. The total will increase if the student prolongs his course of study beyond three years. All payments will be accepted through NelNet or directly through the Business Office.

Until graduation, continuous enrolment is required. The annual amount due for the current catalog is \$3,295.00. For complete details regarding payments, please see the academic catalog or contact the Business Office.

Notes: The student is subject to Student Fees (\$250) each semester.

The student must inform the Business Office when beginning the maintenance fee period after 3 years.

Doctor of Ministry Fees

Application fee	\$50	Non-refundable fee that includes filing and processing of transcripts and admission materials.
Non-credit student registration	\$200	Per Seminar
Student Fee	\$250	Per Semester - All Students
External Reader Fee	\$250	
Graduation Fee	\$150	Includes the rental of the academic gown, hood, and cap.
Binding Fee (ProQuest)		This fee will vary slightly according to the current charge for binding. At the time of the final submission of the Major Project, the candidate must cover the cost of binding at least two copies. Additional copies may be bound at cost if the applicant desires.
Maintenance fee	\$600	Per Semester. After the third year (and completion of all seminars), students pay a maintenance fee of \$600 per semester (\$1,200 annually) until graduation. An exception may be made for a person in active overseas military or missionary service. Note: The student must inform the Business Office about this change.

Hold

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

Policy Concerning a Change of Ministry Position

Since the Doctor of Ministry program is considered a professional degree, the involvement of a student in his particular ministry is considered essential. In the event a student should leave a current ministry position while enrolled in the program, the student could remain enrolled for a period of one year while pursuing another ministry position. The student would be allowed to take a maximum of two seminars during this time. If the student is not able to return to a ministry position within the one-year period, the student will be allowed to withdraw from the program without penalty.

Submission Dates for Doctor of Ministry

December Graduation	Action	May Graduation
April 1	The student must submit an eight to ten-page prospectus to the doctoral committee for approval. The prospectus must be approved by the advisor prior to it going before the committee.	September 15
July 15	The student must submit a complete copy of the major ministry project to the Doctoral Programs Office. The project will be copied and turned over to the student's advisor. During the month that the advisor has the project, he is free to work with the student on a one-on-one basis to make further corrections or revisions. All corrections and revisions must be returned to the Doctoral Programs Office.	January 1
September 1	The student must submit a complete, corrected copy of the project to the Doctoral Programs Office. The Associate Dean of Doctoral Programs will appoint an external reader to read and evaluate the project.	February 1
October 1	The external reader will forward the project to the Doctoral Programs Office with their corrections and written recommendations.	March 1
October 10	If the Associate Dean concludes, in consultation with the advisor, and the Doctoral Programs Committee, that the project is generally acceptable, it will be returned to the student for final corrections that have been noted by all readers.	March 15
October 24	The student will return a copy of the corrected project to the Doctoral Programs Office. The Associate Dean will review the project and will notify the student of any last-minute necessary changes. When the Associate Dean is convinced that the project is ready for binding, a notice will be issued to the student that he is to produce a pdf to be forwarded to the Doctoral Programs Office at least one week prior to their scheduled oral exam. The student must not produce the final copies for binding until he has written authorization from the Associate Dean of the Doctoral Programs.	April 1
By Oral Exam	The student must submit the final copy to the Doctoral Office by the oral exam. After the oral exam, the student will submit the final copy to ProQuest for binding. (Instructions will be given at the oral exam.)	By Oral Exam



Doctor of
Philosophy



Doctor of Philosophy



Description of the Program

The Doctor of Philosophy degree (PhD) is designed to equip the student for creative scholarship, independent research, and effective teaching and preaching. The Doctor of Philosophy program involves a minimum of two years of study beyond the master of divinity degree or its equivalent. Students entering the program should be aware that three or more years are frequently needed for completion of the degree requirements, depending upon individual circumstances.

The Doctor of Philosophy program consists of eight doctoral seminars, an examination covering each seminar as it is completed, comprehensive written examinations, directed reading and research, teaching under faculty supervision, the writing of a dissertation, and an oral examination covering the dissertation and related fields. The program is specifically oriented toward preparing the student for teaching in university and seminary institutions, for providing specialized pastoral leadership in the church, and for assuming administrative responsibility in the denomination.

Educational Objectives

The Doctor of Philosophy degree (PhD) seeks to guide students to develop in advanced disciplines: creative scholarship (to develop the capacity for critical evaluation and quality in research that produces creative scholarship and contributes to the field of theological knowledge and literature); independent research and writing (to develop competence in principles of independent research and to achieve a proficiency in the techniques of scholarly writing); graduate-level teaching (to guide students in advanced studies in a specialized field and to help them develop skills which qualify them for teaching at the graduate level in a college, university, or theological seminary); specialized leadership (to prepare students for the assumption of specialized pastoral leadership in the church, in missions, and/or in administrative leadership in the denomination.)

Total Hours Required

Breakdown of Doctoral Hours for the Doctor of Philosophy Program

Doctoral Research & Writing	4 hours
Graduate Teaching	3 hours
Major Seminars (4)	16 hours
Seminars (First Minor) (2)	8 hours
Seminars (Second Minor)* (2)	8 hours
Supervised Departmental Reading**	1 hour
Supervised Instruction**	0 hours
Doctoral Languages	0 hours
Comprehensive Examinations**	4 hours
Dissertation Writing and Defense**	16 hours
Total	60 hours

*In lieu of a second minor, students may choose to take two seminars as electives of their major or minor fields. In lieu of two minors, students may choose (by committee approval) a second major.

**These requirements are not traditional seminars.

Registration

Students are responsible for registering for classes each semester. This responsibility includes the department reading, research languages, supervised instruction, and the dissertation. When the student is ready to complete the department reading, research languages, supervised instruction, or the dissertation, the student must register for that corresponding semester and contact the respective person (usually the advisor).

Department Reading (see also p. 43)

The student is responsible for obtaining the department reading list and requirements either from the advising professor or from the Doctoral Office.

Research Languages (see also p. 39)

The student is responsible for setting up his or her research language requirements.

After registration, if the student is taking a research language exam with MABTS, please contact either Dr. Seely (German, kseely@mabts.edu), Mr. Brown (Latin, tbrown@mabts.edu), or the Doctoral Committees Office (French, rmclain@mabts.edu).

After registration, if the student is an education or biblical counseling major, he or she should contact Dr. Babler for information on Graduate Research Methodology and Logic.

Supervised Instruction (see also p. 41)

After a minimum of four doctoral seminars and completion of the Graduate Research & Writing course and the Graduate Teaching course (22 hours), each student is required to teach in his or her major field under the direct supervision of his or her advisor and assist in the development of a course syllabus, a teaching plan, and the assignment of course grades. The student is responsible for contacting the advisor and for having the rubrics (see appendices) for the advisor to sign. The student is also responsible for providing the Doctoral Office with the signed rubrics; the advisor will submit the grade in Sonis.

Time Limit for Completion

Students are expected to complete the entire Doctor of Philosophy program in seven years. **Candidacy for the Doctor of Philosophy degree is forfeited if the student fails to graduate within seven years after his or her initial registration for his or her first doctoral seminar.**

Interrupted Status (Leave of Absence)

Students (including those on the mission field) may request to take a leave with the approval of the doctoral programs committee, but must register each semester and pay the Interrupted Status fee. Failure to register for any semester is automatically considered as withdrawal from the program.

Fields of Study

Graduate seminars are offered in Church History, Missions, New Testament (including Greek), Old Testament (including Hebrew and/or Semitic languages), Practical Theology, Theology, Education, and Biblical Counseling. The Doctor of Philosophy degree may be granted in any of those eight major fields.

Note: In order to be accepted into the major fields of New Testament (including Greek) or Old Testament (including Hebrew), the student must have 9 graduate-level hours of the respective language (Greek or Hebrew) above the typical 6 hours minimum requirement for the PhD program.

In addition to the major field of study, the Doctor of Philosophy student normally will complete seminars in two minor fields other than that of the major. In order to request a second major, the student must contact the Doctoral Office in order for the Doctoral Committee to consider with a vote. The major and minor fields are also indicated on the Doctor of Philosophy application.

Student Responsibility

In order to demonstrate competence in self-supervision, the Doctor of Philosophy student shall be solely responsible for meeting deadlines and completing assignments. The student must maintain continuous enrollment throughout the program and is responsible for registration each semester. The student is also solely responsible for selecting, proposing, conducting, and reporting on the dissertation. In this process, the candidate may seek counsel from any source.

Modified Residency Format

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

Each seminar is one 16-week semester, and the seminar meets one time per week. Students can either attend residentially or by synchronous online video calls. The exact dates for registration and classes can be found on the PhD calendar.

Students are responsible for keeping up with deadlines and milestones in their program of study; this includes contacting their advisors or the Doctoral Office as needed.

After completing seminars during the initial stage of the program, students take comprehensive exams that assess their learning in their areas of study; there is one major field examination and one examination per seminar except for Research and Writing and Graduate Teaching. The program then culminates in the research phase as students write and defend their dissertations.

Changes in Major or Minor Fields

Any change in the major or minor fields must have departmental approval before submitting a request to the Associate Dean of the Doctoral Programs for evaluation by the committee. A change in the major field may require that the student take the entrance exam and/or write an entrance paper in the desired field. This decision rests with the department. A list of topics for the exam and paper is available in the doctoral office.

Assignment of an Advisor

Upon approval for admission to the PhD program by the Doctoral Committee, the Associate Dean of Doctoral Programs will assign an advisor from the student's major department to the student. The advisor assists the student in planning a comprehensive and coherent program of study by approving all seminars taken by the student.

The major professor must approve the student's dissertation topic before it is submitted by the department chair to the Doctoral Programs Committee.

Once the topic is approved, the advisor supervises the student's work in the writing of the dissertation. The student should initiate a meeting with the major professor at least once each semester during the time the student is taking seminars to maintain a current working relationship with regard to every phase of the academic program.

Doctoral Study Rooms

Doctoral study rooms are provided for PhD students. Students are able to use these rooms at the time of their registration. There are two study rooms, one for men and one for women. The rooms are located in the library and are accessible ONLY during library hours. Doctoral students are not permitted to stay after library hours in the study rooms.

Completion Requirements

Continuous Enrollment Requirement

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

The student is responsible for registering each semester; when registering for the dissertation credits, the student must contact the Registrar's office for the correct course number. The student must be registered each semester during an approved extension of time. This includes any semester that the student cannot enroll in seminars due to failure to complete requirements. **Any exceptions to this policy must be approved by the Doctoral Committee.** The payment of tuition each semester is a part of registration. The student must be in good standing with all Seminary offices in order to complete enrollment each semester.

With the approval of the Doctoral Programs Committee, one session may be spent in study at another institution. No credit toward this degree is given for work done in other schools unless the student has first been approved for the Doctor of Philosophy program at Mid-America Baptist Theological Seminary. Any exceptions must be approved by the Doctoral Programs Committee. This request must be submitted in writing to the Associate Dean of the Seminary for evaluation by the committee.

Classical and Modern Language Requirement

Candidates for the Doctor of Philosophy degree must have a working knowledge of two languages (in addition to the normal requirements of Greek and Hebrew) suited to their academic interests.

The student and the major department will negotiate the best combination of languages for the specific student's program. The languages will be Latin, German, or French. Completion of the language requirement may be certified: (1) by completing a minimum of six semester hours of study of the language at an accredited college or university, (2) by passing a standardized test administered by an accredited college or university, or (3) by passing a language examination administered by the Doctoral Programs Committee.

The language requirement may be met within five years prior to admission to the Doctor of Philosophy program and **must be met prior to the dissertation defense stage in the program**. Language examinations are administered by the Doctoral Programs Committee as scheduled during the academic year. If the candidate fails to make an acceptable score on the language examination, at the option of the Doctoral Programs Committee, they may be permitted one additional opportunity to qualify. Both language examinations must be successfully completed prior to the beginning of the dissertation phase of doctoral study.

Students must have departmental approval of language combinations. The student should check with the department chair for the language combinations accepted by his department. If the language is taken at an accredited college or university, a copy of the official transcript must be on file in the doctoral office. The original transcript is submitted to the Registrar.

Research Methodology Requirement - Education & Biblical Counseling

Candidates for the Doctor of Philosophy in Education or Biblical Counseling must have a working knowledge of empirical research methodologies. Completion of the research methodology requirement may be certified: (1) by completing a minimum of six semester hours of study of empirical research methodology at an accredited college or university, (2) by passing a standardized test administered by an accredited college or university, or (3) by completing relevant course work developed by the Biblical Counseling department. This requirement is a substitute for one classical or modern language requirement for a PhD in either Education or Biblical Counseling only.

Logic Requirement - Biblical Counseling

Candidates for the Doctor of Philosophy in Biblical Counseling must have a working knowledge of logical argumentation. Completion of the logic requirement may be certified: (1) by completing a minimum of six semester hours of study of logic at an accredited college or university, (2) by passing a standardized test administered by an accredited college or university, or (3) by completing relevant course work developed by the Biblical Counseling department head. This requirement is a substitute for one classical or modern language requirement for a PhD in Biblical Counseling only.

Doctoral Colloquium Requirements

Doctoral students must participate in all doctoral colloquia each year for a minimum of two years of colloquia. Students will also be required to participate in the colloquia during such time as they are involved in Doctor of Philosophy seminars if the period of time exceeds two years. Students may be allowed to participate in the annual colloquium during the time in which they are involved in the preparation of their dissertation.

The yearly Forum of Contemporary Theological Issues will fulfill the colloquium requirements each year. Students are permitted to view a recording of the forum.

The student is responsible for notifying the doctoral office of colloquium attendance. This is done through an online form sent at the time of the colloquium that includes the date, time, and speaker. In the event that the student cannot attend a colloquium, the student may obtain departmental permission to view or listen to a recording of the colloquium and submit a response using the form sent by the Doctoral Office. Recordings are available online or are sent by the Doctoral Office.

Practical Ministry Experience

To qualify for the Doctor of Philosophy degree, the candidate must submit evidence of a minimum of two years of pastoral ministry, significant church-staff service, missionary service, or significant denominational service. The practical experience may be fulfilled before or during the student's involvement in the doctoral program. The final evaluation of the completed practical experience is made by the Doctoral Programs Committee.

Each new student is provided with a form to list all practical experience submitted to the doctoral committee. The student will be notified in writing of the committee's decision. Returning students may obtain this form from the Doctoral Programs Office. The student is responsible to obtain committee approval for practical experience. Further clarification may be requested by the committee before any decision is made concerning the practical experience.

Supervised Instruction

After a minimum of four doctoral seminars and completion of the Graduate Research & Writing course and the Graduate Teaching course (22 hours), each student is required to teach in his or her major field under the direct supervision of his or her advisor. For more information see the MABTS Catalog. At the discretion of the Doctoral Programs Committee, other arrangements may be made to fulfill this requirement, especially for students whose second language is English.

The following regulations serve as guidelines for students teaching under the requirements of the Doctor of Philosophy program:

- In order to fulfill the teaching requirement, the student must have completed the Graduate Research & Writing course (3 credit hours), the Graduate Teaching course (3 credit hours), and four seminars (16 credit hours).
- To teach in any field, the student must have completed at least two seminars in that field. Any exception must be approved by the Doctoral Committee.
- A minimum of three days of classroom teaching under the supervision of a professor is required. Special permission is needed for teaching online classes.
- The student is responsible for staying in contact with the chair of his or her major department to be sure that his or her required teaching responsibilities are carried out during the duration of his or her program.
- The teaching assignment is made through the Academics Office upon the recommendation of the chair of the major department. Although students have the opportunity to express their preferences concerning the course to be taught, the final selection of the subject is made by the chair of the respective department in accordance with overall instructional needs within the department's curriculum offerings.

- A departmental supervisor (either the student's advisor or another supervisor appointed by the department chair) will be appointed by the chair of the department for each student teacher in the program.
- The supervisor will arrange for at least one day of classroom observation to evaluate the student's performance. The observation is to be conducted by the supervisor or by someone appointed by the supervisor.
- The student will have at least three conferences with his or her supervisor in connection with the class being taught: (1) a preliminary conference about the syllabus prior to the beginning of the course, (2) one evaluation conference during the process of teaching the course, and (3) a summary evaluation conference after the course is completed.
- During the final evaluation conference, the supervisor will review any comments about the student teacher made on the class evaluation forms, will discuss the teaching experience with the student, and will complete a summary supervisor's evaluation report. The student will submit to the department chair a copy of the classroom evaluations and a copy of his or her own evaluation. Copies of these evaluations are also to be filed in the doctoral office.

Doctoral Seminars

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

Eight graduate semester seminars are required in the Doctor of Philosophy program. Each seminar is taught according to the modified residency format. Four of the seminars are to be in a given field of discipline and constitute the major field. The other four seminars are to be in two fields other than that of the major and shall constitute the two minor fields.

Students also have the option of taking five seminars in their major field, two seminars in one minor field, and an elective (may be in the minor field). A maximum of two seminars per semester may be carried at any one time.

The student must take a major field seminar during the first year in the program. If the student is unable to follow this schedule for any reason, the student should make the advisor, major department, and the Associate Dean of the Doctoral Programs aware of the circumstances.

Note: Logos Bible software is highly recommended for PhD work.

Supervised Departmental Reading DR 9945

Each department offers a directed study that consists of intensive reading to provide students with comprehensive exposure to the literature in their major area of study. At the discretion of the department, this work may be done during the summer. The doctoral office has a form that must be signed by the professor and returned to the doctoral office to receive credit for DR 9945. **The student is responsible for submitting the form to the professor and to the doctoral office.**

Acceptable Grade

No grade below B is counted toward a doctoral degree. A student who makes a grade of C or below must take an additional seminar to remove the deficiency. Grades are issued to doctoral students upon completion of seminars at the end of each semester, in accordance with the general policy concerning the issuance of grades. A Doctor of Philosophy student who makes a lower grade than a B in a seminar must be put on probation, then dropped from the program if a subsequent grade lower than a B is achieved.

Comprehensive Examinations

Following the completion of seminars, doctoral students will take comprehensive written examinations either on the first or second scheduled comprehensive examination date. Scheduled dates for the comprehensive written examinations are the week of Spring Break in March and the second week of July. Each day the examination will be a minimum of four hours and a maximum of eight hours. A minimum grade of B is required to pass an examination.

The student will take the following examinations:

- One major field exam (4 hours)
- Four major seminar exams (2 hours, each)
- Four minor seminar exams (2 hours, each)

A student must pass at least five of these examinations on the first attempt.

In cases of failure, the student may retake a maximum of four of the examinations during the week that the faculty are on campus for preparation week in August. If the student fails the second attempt, he or she must retake the seminar; but no additional time in the program is allowed.

Exams are available to the student at 8 a.m. in the doctoral office. The computer lab will be reserved for the student's use, or a quiet room will be provided if the student prefers to handwrite the exams. The exam must be submitted to the doctoral office each afternoon. The student will be notified of the results of the exams as soon as all grades are submitted to the doctoral office.

Candidacy Status

At the completion of seminar work, students will be expected to qualify for candidacy status. Candidacy status means that students may officially work on their dissertations. A student may be declared a candidate for the degree upon completion of the following:

- successful completion of the comprehensive examinations;
- completion of the colloquia requirements;
- good standing in Witness One:Seven;
- exemplary conduct;
- dissertation subject approved by the Doctoral Programs Committee; and
- major department recommendation.

For students who plan to graduate within two years of enrollment in the Doctor of Philosophy program, with the approval of the major professor and the major department, approval for a dissertation topic may be sought from the Doctoral Programs Committee before all of the seminar work is completed. Students are advised to work closely with their major professor in writing the prospectus and dissertation.

Application for Graduation

The candidate for the Doctor of Philosophy degree must apply to the Doctoral Programs Committee for graduation no later than April 1 (for December graduation) or no later than September 1 (for May graduation). Application for graduation must be submitted through the doctoral office. The request is in the form of a letter from the student to the Associate Dean of the Doctoral Programs and the committee stating a desire to graduate and the date of graduation, and the student must fill out the graduation application form on the Registrar's webpage.

In the event the student does not graduate at the anticipated time, he or she must resubmit a request for graduation for the future graduation date.

Dissertation

Each candidate must write a dissertation in their major field of study in accordance with directions specified by the Doctoral Programs Committee. The dissertation must demonstrate the student's ability to do independent research and must make a solid contribution to the literature of the field in which it is written.

The dissertation should consist of 150–200 pages in the main body. Variations from these numbers must receive prior approval from the Doctoral Programs Committee. This request must be submitted in writing to the Associate Dean of the Doctoral Programs for approval by the Committee.

The dissertation must be prepared in strict conformity to the form and style set forth in *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed., by Kate L. Turabian (Chicago: The University of Chicago Press, 2018). Students who have already had their prospectus approved may continue to use the 9th edition. The Doctoral Programs Committee provides a Supplement which supersedes the manual by Turabian where the latter is not precise and which provides sample pages illustrating requirements for academic writing. Other required resources include (1) *Grammar of Present Day English*, by R. W. Pence and Donald W. Emery (New York: Macmillan Publishers, 1963) and (2) *The Merriam-Webster's Eleventh New Collegiate Dictionary* (Springfield, MA: Merriam-Webster, 2003).

Topic of the Dissertation

The topic of the dissertation must be approved by the Doctoral Programs Committee with the prior recommendation of the student's advisor and his major department. If a student has a double major, he or she must include both majors in the dissertation. The topic must be submitted in writing to the department. The department will submit the topic with its recommendation to the Associate Dean of the Doctoral Programs for evaluation by the Doctoral Committee. The dean will notify the student in writing of the Committee's decision.

Prospectus Guidelines

A prospectus of the dissertation must be submitted to the doctoral office for distribution to the major department for its approval no later than April 1 (for students anticipating graduation in December) or no later than September 15 (for students anticipating graduation in May).

The prospectus includes the title of the proposed dissertation, the outline by which the research is to be organized, the thesis to be investigated, the methodology to be employed, and a bibliography. Education majors should include the title of the proposed dissertation, the outline by which the research is to be organized, and chapters one through three (chapter one- research concern/questions, chapter two- literature review, chapter three- methodological design) and a reference list.

The prospectus should include:

1. Title page (examples may be found in the *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed.
2. The outline of the dissertation by chapter titles and subheadings. Second-level headings should be included in the outline. A more extensive outline is acceptable. After the Doctoral Programs Committee has approved the student's prospectus, any subsequent changes in the outline must be approved by the Doctoral Programs Committee.
3. The body of the prospectus should include the thesis to be investigated and the methodology to be employed. The information contained in the body of the prospectus is included in the first chapter of the dissertation, though the prospectus may be slightly more abbreviated. See examples in *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed.
4. The bibliography or reference list for the prospectus should contain at least ninety percent of the dissertation bibliography.

The outline and the bibliography should correspond to the same standards of style and form as the dissertation. The prospectus and dissertation are prepared according to the Turabian edition taught in the student's Doctoral Research & Writing class, with the accompanying Doctoral Programs Committee MABTS Supplement. When describing the dissertation chapters in the prospectus, write in the future tense. For example: Chapter 2 will examine . . . , etc. When writing the dissertation, write in the historic present tense.

The prospectus is logged in the doctoral office and then forwarded to the student's major department chair. The department has two weeks to schedule a meeting with the student and to evaluate the prospectus. The department chair then notifies the doctoral office in writing concerning its decision regarding the prospectus.

During the two weeks that the student's major department is assigned to evaluate the prospectus, the department chair will schedule a time for the student to offer an oral defense of his prospectus to the department faculty.

At this meeting, a dissertation orientation session will be conducted to acquaint the student with the requirements and procedures for the writing of the dissertation. The student will be provided with a schedule of submission dates, and the student will be given general instruction in the dissertation process.

Dissertation Submission Process

The dissertation must contain the following parts in sequence: blank page; abstract (not to exceed two pages); title page; blank page; approval sheet; table of contents; introductory chapter; the body or text of the paper consisting of two or more chapters; concluding or summary chapter; bibliography; and blank page. The parts mentioned in sections A.2.1.7–A.2.1.11 *A Manual for Writers of Research Papers, Theses, and Dissertations, 9th ed.* may be included (all after the table of contents and before the introductory chapter); and appendix or appendixes (between the concluding chapter and the bibliography).

The student is encouraged to work carefully with the advisor and major department at each stage in the preparation of the dissertation. This means that the advisor MUST approve and correct the dissertation chapter-by-chapter throughout the writing process.

Both a hard copy and an electronic copy of the dissertation must be presented to the Doctor of Philosophy office to forward to the student's advisor no later than July 15 for December graduation or January 4 for May graduation. The student must submit the dissertation through the doctoral office for distribution to the advisor. The advisor will read and evaluate the dissertation with regard to content and form prior to forwarding it with his approval to the doctoral office for routing to the major department.

Should the advisor find that the dissertation is not acceptable with regard to content or form, it is the advisor's prerogative to return it to the student without submission to the department. The student may resubmit his or her dissertation to the advisor. If it is still unacceptable, the student will be notified that they cannot resubmit until the next graduation date.

After the advisor approves the dissertation with regard to content and form, he will submit the dissertation along with his written recommendation to the doctoral office. The dissertation and advisor's recommendation are forwarded to the major department. Suggested corrections and/or changes may be made during the four weeks after submission to the department.

The major department submits its written approval with a clean copy of the dissertation to the Associate Dean of the Doctoral Programs on or before September 1 or February 1, respectively. **Students who submit a dissertation to their major department are allowed no more than two opportunities for the dissertation to be approved.** The dissertation is submitted through the doctoral office for proper distribution and must include an abstract.

Upon receipt of the dissertation from the major department, the Associate Dean of the Doctoral Programs assigns an external reader to evaluate the dissertation. The Associate Dean of the Doctoral Programs will analyze the evaluation forms from the major department and the external reader and attach a summary evaluation statement to the dissertation to be returned to the student by October 15 or March 15, respectively. It is the prerogative of the Doctoral Programs Committee to assign additional readers if the situation warrants it. In each case, there will be a minimum of three primary readers, including the external reader. If the dissertation is acceptable, it will be returned to the student for final corrections.

If the Doctoral Programs Committee determines that the dissertation is not acceptable, the document is then returned to the student with no more than one additional opportunity for them to resubmit their dissertation.

If the dissertation is rejected as unsatisfactory for any cause, the Doctoral Programs Committee may, at its discretion, authorize the candidate to revise, correct, and resubmit the document after a period of at least three months but not later than one year from the time of extension. No dissertation may be submitted twice for the same prospective graduation date.

The student must request in writing permission to file for copyright privileges and/or to publish his dissertation. Each department is at liberty to establish specific guidelines for dissertations submitted in that department. At final submission, the copy of the dissertation must include an abstract and blank pages inserted in proper order.

Oral Examination

A one-hour oral examination is conducted during the last academic term prior to the commencement service in which the student expects to graduate. The oral examination covers the dissertation and relevant areas of cognate academic disciplines which are necessary for a full evaluation of the research. The oral examination over the dissertation is directed by the major professor who supervised the research, other faculty members who comprise the major department, and the external reader.

Submitting a Dissertation for Publication - ProQuest

ProQuest is a database that publishes dissertations for both DMin and PhD students. ProQuest has its publishing fees. Each student must purchase 2 library copies to be sent to the Ora Byram Allison Library. Instructions for submission will be provided at the oral exam.

Note: After the oral exam is a perfect time to submit your dissertation. If the student will meet with the Coordinator of the Doctoral Programs, the student will receive help in ordering the items for the dissertation and in submitting the dissertation to ProQuest.

Graduate Teaching Assistant Program

PhD students may serve as a graduate teaching assistant to a MABTS professor. Participation by professors and PhD students is strictly voluntary. At present, there is no remuneration for students who choose to serve in this capacity. A GTA's duties would include assisting the professor by teaching in his or her absence, course planning, and helping with grading. This program will benefit both students and professors. Students will gain valuable teaching experience that may help them when seeking a teaching position at a college or seminary. Professors will benefit from having a dependable person to teach for them during their absences and to assist in grading and other duties.

Tuition and Fees

Tuition

Each student In the Doctor of Philosophy program must pay a flat-rate tuition of \$3,295.00 per semester, payable in advance at the beginning of each semester (August and January). Tuition must be paid each semester while the student is actively involved in the Doctor of Philosophy program. Failure to register for any semester during the regular school year will be considered as withdrawal from the Doctor of Philosophy program.

Fees

Language Course Fees

The student will pay the instructor directly; this fee applies to the classical and modern language requirements as well as the replacement courses for Education and Biblical Counseling majors.

Late Registration Fees and Returned Check Fees

An additional fee of \$100.00 is charged for any student who registers after the close of the regular registration time. A returned check fee of \$30.00 is charged for any check which is returned to the Seminary Business Office. Excessive returned checks by any student may result in a cash-only policy for that student at the discretion of the vice president for Finance and Operations.

Institutional Review Board (IRB) Fee

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

Dissertation Fees

In the semester that the dissertation is submitted, the student will pay a \$250.00 external reader fee and a \$500 style reader fee. Students will also pay for two library copies of the dissertation, plus any additional copies desired. ETD Administrator is a site for students to submit their ETD (electronic thesis or dissertation) for publishing. The step-by-step process instructions will be given to the student at his or her oral examination; the student may also contact the Doctoral Office for further guidance.

Graduation Fee

The fee for December and May graduation expenses for the doctor of philosophy program is \$150.00. The Doctor of Philosophy candidate for graduation should contact Student Life for payment information and to supply graduation robe rental information.

Fees for Student Transcripts

No transcript of a student's academic record will be furnished until all financial obligations to the Seminary have been satisfied. Academic transcripts are released to other persons or institutions only with the written consent of the student involved. The first academic transcript is free. A fee of \$5.00 is charged for each additional transcript.

Dissertation Submission Process

December Graduation	Action	May Graduation
April 1	The student must submit a written application for graduation to the Offices of the Doctoral Programs and the Registrar.	August 15
April 1	The student must submit a prospectus for his dissertation to the doctoral office for distribution to the major department. The department chair will schedule a time for the student to present an oral defense of his prospectus and the Dissertation Orientation.	September 15
April 15	The chair of the department must submit written approval of the prospectus to the Associate Dean of the Doctoral Programs. The prospectus will then be distributed to the Doctoral Committee for approval. After approval by the committee, the student begins the process of writing the dissertation. The faculty advisor has the option of working with the student on a chapter-by-chapter basis.	October 1
July 15 (Advisor has 2 weeks)	<p>The student must submit the complete dissertation and the abstract to the doctoral office for distribution to his faculty advisor. (During the month that the advisor or department has the dissertation, he or the department is free to continue to work with the student on a one-on-one basis to make further corrections or revisions.)</p> <p>The copy of the dissertation which is submitted to the advisor is marked by the advisor and/or members of the department and returned to the doctoral office for return to the student for corrections.</p>	January 2 (Advisor has 2 weeks)
August 1 (Dept. has 2 weeks)	The advisor will submit the corrected dissertation along with his written recommendation to the doctoral office. The doctoral office will submit the corrected dissertation and written recommendation to the major department. During the month that the department has the dissertation, the department members are free to continue to work with the student to make further corrections or revisions.	January 15 (Dept. has 2 weeks)
September 1 (External Reader has 1 month)	The chair of the department will submit the dissertation to the Associate Dean of the Doctoral Programs for distribution to the external reader. This date is not flexible. If the dissertation is not submitted on or before September 1 or January 15, the student will not be allowed to continue the submission process and his graduation will be delayed one semester.	February 1 (External Reader has 1 month)

Dissertation Submission Process - continued

December Graduation	Action	May Graduation
October 1 (PhD Dean has 1 week)	The external reader will return the dissertation to the Associate Dean of the Doctoral Programs with his corrections and written recommendations. During the time that the dean has the dissertation, if he determines that there are excessive errors or deficiencies which have not been noted by the department or the external reader, he will return it to the department for further refinement (in form and/or content).	March 1 (PhD dean has 1 week)
October 10 (Student has 2 weeks)	If the Associate Dean of the Doctoral Programs concludes that the dissertation is generally acceptable, then he will return it to the student for final corrections which have been noted by him or the external reader.	March 15 (Student has 2 weeks)
October 24 (Advisor/ Dept. has 1 week)	The student will return one copy of the corrected dissertation and its abstract to the Doctoral Office, who will forward both the marked and revised copies to the Associate Dean of the Doctoral Programs and to the faculty advisor to see that all corrections have been made. The advisor will submit the dissertation to the department for final approval.	April 1 (Advisor/ Dept. has 1 week)
October 31 (PhD Dean has 1 week)	The chair of the department will forward the dissertation to the dean with a written recommendation of final approval from the department.	April 10 (PhD Dean has 1 week)
November 7 (Student has 2 weeks)	<p>The dean will make a final reading of the approved dissertation and will have the authority to require any last-minute changes as necessary. When the dean is convinced that the dissertation is ready for binding, he will issue permission to the student to send a final copy to the Doctoral Office prior to the oral exam.</p> <p>The student must not produce the final copies for binding until he or she has final authorization from the Associate Dean of the Doctoral Programs.</p>	April 17 (Student has 2 weeks)
November 21	The student must submit the final copy to the Doctoral Office by the oral exam. After the oral exam, the student will submit the final copy and abstract to ProQuest for binding. (Instructions will be given at the oral exam.)	May 1



Appendices

2024-2025 Schedule of Academic Dates for the Doctor of Philosophy Program		
Comprehensive Examinations		
March 4-8, 2024 or July 8-11, 2024		March 17-21, 2025 or July 7-11, 2025
Graduation Requirement Dates		
(Detailed requirement dates are available in the PhD Office)		
For PhD students graduating:	December 13, 2024	May 16, 2025
Written application to graduate submitted by	April 1, 2024	August 16, 2024
Prospectus submitted to PhD office by	April 1, 2024	August 16, 2024
Written departmental approval of prospectus submitted by	April 15, 2024	August 30, 2024
Complete dissertation and abstract submitted by	July 15, 2024	January 3, 2025
Advisor submits corrected dissertation and written recommendation to the major department by	August 1, 2024	January 17, 2025
Chairman of the department submits dissertation for distribution to external readers by	August 15, 2024	January 31, 2025
External readers return dissertation by	September 13, 2024	February 28, 2025
Dissertation returned to student for corrections by	September 27, 2024	March 14, 2025
Student returns one copy of the corrected dissertation and its abstract for final distribution to advisor/department by	October 11, 2024	March 28, 2025
Chairman of the department will forward the dissertation and written recommendation by	October 18, 2024	April 4, 2025
Chairman of the doctoral programs committee will return dissertation to student for final corrections by	November 1, 2024	April 18, 2025
Student submits final copy of dissertation to the associate dean of doctoral programs by	November 15, 2023	May 2, 2025
PhD Admission Requirement Dates		
For PhD applicants entering in:	January 2025	August 2025
Application for admission to the PhD program must be submitted by	September 15, 2024	May 15, 2025
Written major field essay examination	By Appointment	By Appointment
Doctoral Committee and/or Major Department interview	By Appointment	By Appointment

SEE MABTS.EDU FOR FULL ACADEMIC CALENDAR.

PHD ADVISING CHECKLIST – GENERAL PROGRAM EXPECTATIONS

Advisor:
Student:

Date Done	Assignment	Date Due
	4 major seminars	N/A
	4 minor seminars (2 for minor 1, 2 for minor 2); must get approval from committee for 2nd major	N/A
	2 research languages (vary by major)	Before Oral Examination
	Supervised Instruction (scheduled by advisor/dept head)	After 3rd semester of study
	Doctoral Research & Writing	1st year of study
	Graduate Teaching	1st year of study
	Department Reading	Before Oral Examination
	Practical Experience	Before Graduation
	Colloquium	Each Year of Seminar Phase
	Application to Graduate	April 1 (December) or August 15 (May)
	Dissertation Subject	Approved by advisor before prospectus
	Prospectus	April 1 (December) or September 15 (May)
	Dissertation	July 15 (December) or January 2 (May)
	Oral Examination	Before Graduation

PHD ADVISING CHECKLIST – COMPS TO GRADUATION

Advisor:

Student:

Date Done	Assignment	By whom?	Date Due
	Comprehensive Exams	Student w/Doctoral Office	no later than 1 year after last seminar
	Comprehensive Exam Grading	Professors	no later than 3 weeks after receiving exam
	Begin Dissertation Phase: Student must work on prospectus & research with advisor. Student must also work chapter-by-chapter with advisor.	Student w/Advisor	Semester after comps
	Prospectus & Application to Graduate – Prospectus sent to Doctoral Office w/permission of advisor; application to graduate sent by student to Doctoral Office & Registrar. Committee votes on both.	Student, Advisor, Doctoral Office, & Committee	April 1 (Dec. Grad.) or September 15 (May Grad.)
	Complete Dissertation & Abstract Due to Doctoral Office & Advisor	Student, Advisor, & Doctoral Office	July 15 (Dec.) or January 2 (May)
	Corrections from Advisor Made & Returned to Doctoral Office	Advisor, Student, & Doctoral Office	August 31 (Dec.) or January 31 (May)
	Dissertation to External Readers	Doctoral Office	September 1 (Dec.) or February 1 (May)
	External Reader Corrections Returned to Student & Advisor	Doctoral Office, Student, & Advisor	October 10 (Dec) or March 15 (May)
	Corrections from Student to Doctoral Office & Advisor	Student, Doctoral Office, & Advisor	October 24 (Dec) or April 1 (May)
	Any Remaining Corrections Before Oral Exam to Student	Doctoral Office, Student	November 7 (Dec) or April 17 (May)
	Final Copy Due	Student	Before Oral Exam
	Any Corrections from Oral Exam & Final Copy Sent to ProQuest	Student	November 21 (Dec) or May 1 (May)

DMIN ADVISING CHECKLIST – GENERAL PROGRAM EXPECTATIONS

Advisor:
Student:

Date Done	Assignment	Date Due
	3 Core Seminars	N/A
	3 Concentration Seminars	N/A
	Comps	Up to 1 year after seminars
	Practical Experience	Before Graduation
	Application to Graduate	April 1 (December) or August 15 (May)
	Dissertation Subject	Approved by advisor before prospectus
	Prospectus	April 1 (December) or September 15 (May)
	Dissertation	September 15 (December) or February 1 (May)
	Oral Examination	Before Graduation

DMIN ADVISING CHECKLIST- COMPS TO GRADUATION

Advisor:

Student:

Date Done	Assignment	By whom?	Date Due
	Comprehensive Exams	Student w/Doctoral Office	no later than 1 year after last seminar
	Comprehensive Exam Grading	Professors	no later than 3 weeks after receiving exam
	Begin Major Ministry Project Phase: Student must work on prospectus & research with advisor. Student must also work chapter-by-chapter with advisor.	Student w/Advisor	Semester after comps
	Prospectus & Application to Graduate - Prospectus sent to Doctoral Office w/permission of advisor; application to graduate sent by student to Doctoral Office & Registrar. Committee votes on both.	Student, Advisor, Doctoral Office, & Committee	April 1 (Dec. Grad.) or September 15 (May Grad.)
	Complete Major Ministry Project to Doctoral Office & Advisor	Student, Advisor, & Doctoral Office	July 15 (Dec.) or February 1 (May)
	Advisor & Student Correct Project Together; Corrected Project Sent to Doctoral Office; Doctoral Office Sends to External Reader	Advisor, Student, & Doctoral Office	September 15 (Dec) or March 1
	External Reader Returns Project to Doctoral Office	External Reader, Doctoral Office	October 1 (Dec) or April 1 (May)
	Corrections from Reader Returned to Student & Advisor	Doctoral Office, Student, & Advisor	October 15 (Dec) or April 15 (May)
	Final Copy Due	Student, Doctoral Office	Before Oral Exam
	Any Corrections from Oral Exam & Final Copy Sent to ProQuest	Student, Doctoral Office	After Oral Exam, Before Graduation

SUPERVISED INSTRUCTION—DR 9940
COURSE GRADING REPORT

Student Name:

PASS/FAIL:

Course Taught:

The student will be evaluated for the Supervised Instruction DR 9940 course by his/her supervising professor. The following point values will be assigned for each area evaluated.

0=Unacceptable 1=Marginal 2=Average 3=Good, Very Good 4=Excellent

1. Class Preparation _____

2. Effective Communication Skills _____

3. Teaching Techniques _____

4. Classroom Management _____

5. Work with Supervisor _____

6. Student Evaluations _____

COMPOSITE SCORE _____

The grade for the course is determined on the composite score as follows:

0 - 5 Unacceptable
6-10 Marginal
11 - 15 Average
16 -20 Good, Very Good
21-24 Excellent

SUPERVISOR'S SIGNATURE: _____

DATE:

SUPERVISED INSTRUCTION—DR 9940
TEACHING EVALUATION OF PHD STUDENT INSTRUCTOR
TO BE COMPLETED BY CLASS MEMBERS

Name of Student:

Date Taught:

Course Taught:

Please Evaluate the PhD student's teaching for the areas below and assign the following point values for each:

0=Unacceptable 1=Marginal 2=Average 3=Good, Very Good 4=Excellent

1. Class Preparation _____

2. Communication Skills _____

3. Teaching Techniques _____

4. Classroom Management _____

COMPOSITE SCORE _____

The composite score for the four aspects of the course is evaluated as follows:

0 - 4 Unacceptable

5 - 8 Marginal

9 - 12 Good, Very Good

13 -16 Excellent

CHECKLIST FOR SUBMISSION OF SEMINAR PAPERS

This is not to be an exhaustive list of matters which need to be checked, but it does include the most common areas of mistakes in formal papers. Work through the entire document to check each of the items one at a time, then initial that you have done it and go on to the next step. This is the surest way to avoid overlooking an error. It will mean tedious and careful work, but it will be time well spent.

PRELIMINARY PAGES

- _____ Check the title page to determine that all spacing is correct.
- _____ Check the table of contents to determine that all capitalization and spacing are correct.
- _____ Compare the table of contents headings with the actual headings in the paper to confirm that they are the same.

PAGE FORMAT IN TEXT

- _____ Check all outside margins to verify their accuracy.
- _____ Check the bottom of every page to verify that there are no "short" pages.

TEXT PAGES

- _____ Check the spacing before subheadings (two blank lines) and after subheadings (one blank line).
- _____ Check the right-hand side of every page to verify that there are not two hyphens in succession.
- _____ Check to verify that there are no one-or-two-letter hyphenations.
- _____ Check to verify that the right margin is not justified.
- _____ Check the last line of every page to verify that the page does not end with a hyphen or a colon.
- _____ Check the last line of every page to verify that there is no isolated heading without a subsequent text.
- _____ Check to verify that all quoted materials are copied exactly from original sources.
- _____ Check to verify that quotations are properly blocked, with correct ellipses as needed.

SPELLING, HYPHENATION, CAPITALIZATION

- _____ Check to verify that "Spellcheck" has been used throughout the paper.
- _____ Check to verify that no hard hyphens have been carried over from a previous line as the result of wrapping because of subsequent modifications in the text.
- _____ Look up every possible hyphenated word combination in Webster's 11th edition to verify if it is two words, one word, or a hyphenated word. Do not take questionable words for granted.
- _____ Check every capitalized word to be sure that correct capitalization has been used.
- _____ Check every foreign term to verify that it has been italicized (unless very familiar in English usage).

BIBLICAL LANGUAGES

- _____ Check the size of all biblical language fonts to verify that they are consistent with the size of Times New Roman 12 point.
- _____ Check the accuracy of all passages involving the biblical languages.
- _____ Check to verify the accuracy of the vowel points in Hebrew texts if used.

FOOTNOTES AND BIBLIOGRAPHY

- _____ Check the space line before footnotes to verify that it is located as prescribed. Set footnotes for "below text."
- _____ Check for errors in use of Scripture referenced (follow the supplement guide).
- _____ Check to verify that the publisher's name uses abbreviations: &, Co., Bro., Bros.
- _____ Check to verify that the state of publication is properly abbreviated if used.
- _____ Check to verify that subsequent references follow Method A: Author's last name, shortened title of work, page.
- _____ Check the authors in the bibliography to verify that they are listed in proper alphabetical sequence. Follow Turabian.
- _____ Check to verify that every footnote entry is also represented in the bibliography.
- _____ Check to verify that journals and periodicals are listed in the proper form in the footnotes and bibliography. Check to verify that magazines are listed properly as distinct from journals.
- _____ Check to verify that footnotes are in 12 point TNR font and are separated by one space.

**MID-AMERICA BAPTIST THEOLOGICAL SEMINARY
DISSERTATION SUBMISSION CHECKLIST**

The dissertation must be prepared in strict conformity to the form and style set forth in

- (1) *A Manual for Writers of Term Papers, Theses, and Dissertations, 9th ed.*, by Kate L. Turabian,
- (2) *MABTS Guide for Form and Style*,
- (3) *Grammar of Present Day English* by R.W. Pence and Donald W. Emery, and
- (4) *The Merriam-Webster's Eleventh New Collegiate Dictionary*.

Please check your manuscript according to the attached list, mark each item as it is confirmed, and include the list with the dissertation.

I have checked all items in the attached list and understand that my dissertation will be returned to me for revision if it does not meet the requirements as stated here.

Signature Date

DISSERTATION CHECKLIST

This is not an exhaustive list of matters that need to be checked, but it does include many common areas of mistakes in formal papers. Please go through the entire document to check out each of the above items one at a time; then, initial that you have done it. This is the surest way to avoid overlooking an error. It will mean tedious and careful work, but it will be worth it. If you will do your part, we will certainly do ours.

_____ I have read and understand the section in the Handbook "Dissertation Requirements," especially noting the material entitled "Dissertation Submission Process."

_____ I have read and understand the following from the Handbook:
A dissertation is acceptable in form if it contains 150 or fewer errors in form, style, grammar, and spelling. If errors number more than 150, advisors may return dissertations to students for correction. Students may then resubmit their dissertation after correcting these errors. If advisors find more than one hundred new errors or uncorrected errors in the second edition, the student will be notified that they cannot resubmit until the next graduation date.

PRELIMINARY PAGES

- _____ Check title page to determine that all spacing is correct.
- _____ Check table of contents to determine that all capitalization and spacing are correct.
- _____ Compare table of contents headings with the actual headings in the paper to confirm that they are the same.
- _____ Check the page numbers in the table of contents to verify that they are correct.

PAGE FORMAT IN TEXT

- _____ Check all page numbers to verify they are in the right position.
- _____ Check all outside margins to verify that there is no intrusion.
- _____ Check top margin to verify that every page begins on the correct line.
- _____ Check bottom margins.

TEXT PAGES

- _____ Check spacing before subheadings (two blank lines) and after subheadings (one blank line).
- _____ Check the right-hand side of every page to verify that there are not two hyphens in succession.
- _____ Check to verify that there are no one- or two-letter hyphenations. Avoiding hyphenation completely will be simpler.
- _____ Check the last line of every page to verify that the page does not end with a hyphen or colon.
- _____ Check the last line of every page to verify that there is no isolated heading without subsequent text.
- _____ Check to verify that all quoted materials are copied exactly from original sources.
- _____ Check proper quotation marks.
- _____ Check to verify that quotations are properly blocked, with correct ellipses as needed.

FOOTNOTES AND BIBLIOGRAPHY

- _____ Check spacing before footnotes to verify that it is adjacent to text.
- _____ Check for errors in use of Scripture references (follow supplement guide).
- _____ Check to verify that spacing following periods and colons is correct.

- _____ Verify that publisher's name excludes initial "The," Inc., Ltd.
- _____ Verify that publisher's name uses abbreviations: &, Co., Bro., Bros.
- _____ Verify that the state of publication is properly abbreviated (if used).
- _____ Verify that p. and pp. are not used in footnotes.
- _____ Verify that subsequent references follow Method A: Author's last name, shortened title of work, page.
- _____ Check authors in bibliography to verify that they are listed in proper alphabetical sequence. Follow Turabian.

SPELLING, HYPHENATION, CAPITALIZATION

- _____ Check the entire paper by using *Grammarly*.
 - _____ Check to verify that no hard hyphens have been carried over from a previous line as the result of wrapping due to subsequent modifications in the text.
 - _____ Look up every possible hyphenated word combination in Webster to verify if it is two words, one word, or a hyphenated word. Do it the hard way—look it up.
 - _____ Check every capitalized word to be sure that correct capitalization has been used.
 - _____ Check every foreign term to verify that it has been italicized (unless very familiar in English usage).
 - _____ Check that every footnote entry is also represented in the bibliography.
 - _____ Check that journals, books, periodicals, etc. are listed in proper form in the footnotes and bibliography.
- _____ I HAVE READ CAREFULLY EVERY WORD OF THIS DISSERTATION.

Acceptance Signature Page

I hereby acknowledge receiving a copy of the doctoral handbook. I understand that I am responsible for familiarizing myself with the information contained in this handbook.

I further understand that I am solely responsible for meeting deadlines and completing assignments. I am also solely responsible for selecting, proposing, conducting, and reporting on the dissertation or major ministry project.

This doctoral handbook supersedes and replaces any previous doctoral handbooks. I have read the 2024-2025 Doctoral Handbook and agree to abide by all policies and information contained therein.

Please email the doctoral office to acknowledge that you have read the handbook in its entirety.