

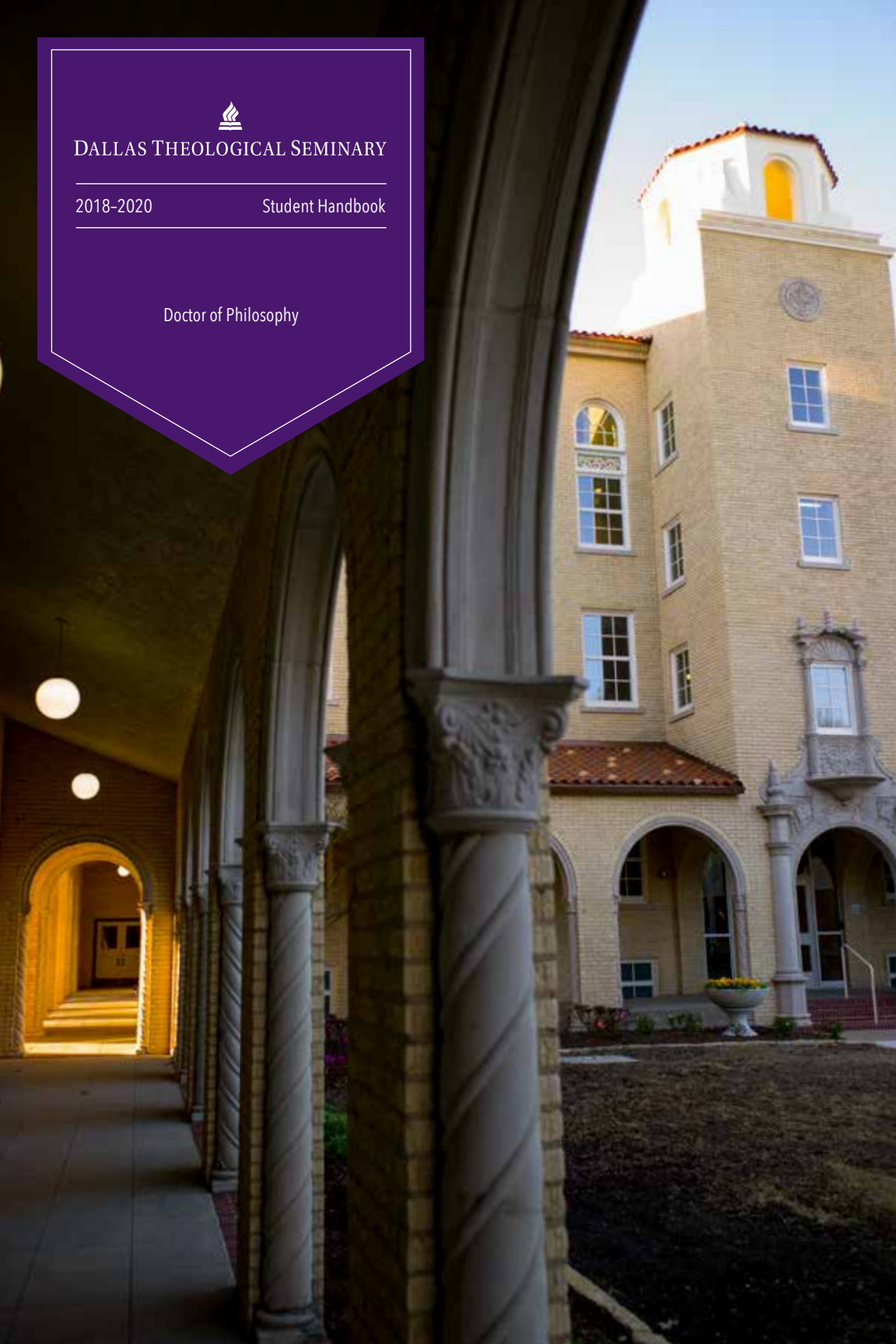


DALLAS THEOLOGICAL SEMINARY

2018-2020

Student Handbook

Doctor of Philosophy



Doctor of Philosophy Handbook

Fall, 2017 (Smith)

Assignment

Each paper suitable for publication. He/she is to draw on such a way as to illumine some aspect of the NT or Early

Paper should

- appear to be a fresh insight into literature of the ancient world and show how it illumines a particular concept or passage in (or related to) the NT.
- include an abstract of approximately 50-75 words (see the *Bulletin for Biblical Research* or the *Tyndale Bulletin* for an example).
- be double-spaced and follow Turabian thesis standards rigorously.
- exhibit clear, concise prose with an excellent command of English style and grammar.
- contain a thesis-style title page with student name, number, and word count, and
- include a separate bibliography.

Paper should *not*

- be simply a survey of some aspect of the NT.
- contain more than 8,500 words.
- be a collection of unrelated items.
- be a paper is due at the end of the semester.

16th edition
March 2018

Dallas Theological Seminary

3909 Swiss Avenue
Dallas, Texas 75204

Admissions and Registrar: 800-DTS-WORD

PhD Studies office: 800-DTS-WORD, ext. 5356 or 214-887-5356

www.dts.edu

Dallas Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone: 404-679-4501) to award master's and doctoral degrees. The seminary is also an accredited member of the Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1103; telephone: 800-367-8250).

Within the context of its theological convictions and mission, Dallas Theological Seminary does not discriminate on the basis of race, color, sex, age, national and ethnic origin, or disability.

Handbook Editor: Richard A. Taylor

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March 2018

Dear friend,

Through its PhD program Dallas Theological Seminary seeks to provide a high caliber of academic training for qualified men and women. This program is intended for students capable of pursuing advanced studies in biblical and theological research with a view toward becoming productive scholars and Christian leaders.



The doctoral program at Dallas Theological Seminary has a long and venerable history, having been established in 1927. Over the years many of our PhD graduates have made outstanding contributions to theological education as scholars, teachers, authors, administrators, pastors, and missionaries. We are proud of the accomplishments of these alumni who have rendered exemplary service around the world for the cause of Christian higher education.

This handbook sets forth the guidelines and regulations that presently govern PhD studies at Dallas Theological Seminary. Whether you are a current PhD student or a prospective student, I hope that you will find this information to be a useful summary of the structure, requirements, and features of our doctoral program. All current PhD students should become as familiar as possible with this information, for they are responsible for following these guidelines throughout the course of their doctoral studies. All prospective students will find information here that will be helpful as they seek to learn more about PhD studies at Dallas Theological Seminary.

If you are contemplating advanced research in biblical and theological studies, I invite you to consider prayerfully whether this program can assist you in your career goals. We are eager to have well-prepared and dedicated men and women join us in the scholarly pursuit of biblical and theological truth. Please let us know how we can assist you in determining whether PhD studies at Dallas Theological Seminary are right for you.

Sincerely,

A handwritten signature in black ink, which appears to read "Richard A. Taylor".

Richard A. Taylor, PhD
Director of PhD Studies



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General Information

ABOUT DALLAS THEOLOGICAL SEMINARY

MISSION

The mission of Dallas Theological Seminary as a professional, graduate-level school is to glorify God by equipping godly servant-leaders for the proclamation of his Word and the building up of the body of Christ worldwide.

PURPOSE

The seminary's expanded statement of purpose indicates that Dallas Theological Seminary is a professional, graduate-level theological seminary that seeks to provide training at the master's and doctoral levels to prepare its students for a variety of Christian ministries.

As a professional, graduate-level theological institution of higher learning, the seminary seeks to provide training for specific Christian ministries and to encourage the pursuit of Christian scholarship at the highest levels of research befitting the mission of a theological seminary.

While the doctrinal commitment of the seminary is intentionally evangelical, Dallas Theological Seminary seeks to make a contribution to a broader constituency through community, theological and ecclesiastical involvement, and dialogue.

The seminary seeks to maintain an appropriate balance between the training it provides for effective vocational ministries and the academic rigors necessary to graduate those who will research, write, and teach at the highest levels of theological education.

ACCREDITATION

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ABOUT THE PHD PROGRAM

HISTORY

Dallas Theological Seminary was founded in 1924 under the leadership of Lewis Sperry Chafer. The emphasis of the seminary from that time to the present day has been on the expository preaching and teaching of the Scriptures. From a small beginning class of thirteen students, annual enrollment has grown to more than two thousand men and women who come from all parts of the world to study at Dallas Theological Seminary.

Doctoral studies at the seminary are almost as old as the seminary itself. In 1927, just a few years after its founding, the seminary initiated a research program leading to the degree Doctor of Theology (ThD). The Doctor of Theology program continued without interruption until 1993, at which time the degree nomenclature was changed to Doctor of Philosophy (PhD).

Since the beginning of this program in 1927 almost six hundred students have received their doctoral training in biblical and theological studies at Dallas Theological Seminary. Over the years many of these alumni have made outstanding contributions to biblical and theological scholarship in a variety of venues through their research, teaching, leadership, and publications.

PURPOSE

The program leading to the Doctor of Philosophy degree is designed for men and women capable of doing research at the highest level with a view to becoming scholars, teachers, and educational leaders.

This PhD program is designed to develop a student's ability to do competent biblical and theological research, to think critically,

and to communicate effectively in an area of specialization. Course studies, seminar work, and research projects are part of the student's supervised program, which culminates in the preparation of the doctoral dissertation.

Throughout the program of study, the faculty observe the student's spiritual maturity and leadership development. At various stages in the program, the faculty as a whole or through one or more of its committees evaluates the progress of each student and his or her fitness to continue in doctoral studies.

At every step of the way the faculty seeks to be rigorous in its academic expectations but encouraging and helpful in its mentoring of students.

GOALS

The main goals of the PhD program are as follows.

Educational Goals

To enable students to

- develop skills of critical thinking and reflection;
- acquire a suitable mastery of the content of their chosen field of study;
- evaluate major issues and scholarly views within their academic discipline;
- engage in reliable independent research, using relevant primary and secondary resources; and
- contribute to biblical and theological research.

Spiritual Goal

To enable students to

- manifest traits of personal integrity, character, and spirituality.

Ministry Goals

To enable students to

- communicate effectively through writing and teaching; and
- demonstrate ability and acceptability for Christian ministry.

ADMISSION REQUIREMENTS

Applications for the PhD program, along with supporting materials, must be received in the Admissions office by January 1 for admission during the following fall semester, or by September 1 for admission during the following spring semester. Applicants must meet during the following requirements.

1. Like all other applicants to Dallas Theological Seminary, PhD applicants must show evidence of saving faith in Christ, be of proven Christian character, be endowed with appropriate spiritual gifts, and adhere to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

2. Depending on their prior academic preparation, students enter the PhD program either at Stage 1 or Stage 2.

Applicants entering at Stage 1 must have attained a bachelor's degree (BA, BS) and a Master of Divinity degree (MDiv) or their educational equivalents. For purposes of admission to Stage 1 of the PhD program, an MDiv degree is understood to be a minimum of three years of full-time study (approximately ninety semester hours). Applicants must have an academic record that demonstrates superior ability and shows promise of success in doctoral

studies. Applicants must provide a research paper previously written at the master's level that shows an acceptable level of competency in research and writing. After completing Stage 1, applicants must complete requirements for entrance into Stage 2.

Applicants entering at Stage 2, in addition to the bachelor's degree and the MDiv degree, must have attained a Master of Theology (ThM) or a Master of Sacred Theology (STM) degree or their educational equivalents. For purposes of admission to Stage 2 of the PhD program, the ThM or STM degree must be a minimum of one year of full-time study (approximately thirty semester hours), or in the case of Dallas Theological Seminary graduates, the four-year ThM degree. Applicants must have an academic record that demonstrates superior ability and shows promise of success in doctoral studies. Applicants must submit either a master's thesis or a research paper previously produced for a graduate-level course. This paper should demonstrate research skill in one's academic discipline, clarity of organization, logical presentation, attention to detail, and writing ability at a level suitable for entrance to a PhD program.

3. The applicant (and spouse if married) must complete the Personality Inventory by January 15 for fall admission or by September 15 for spring admission.
4. Applicants must provide official transcripts of all college and seminary work, showing conferral of the appropriate prerequisite degrees.
5. Applicants entering at Stage 1 must give evidence by examination of at least one year of study in Biblical Hebrew and two years of study in New Testament Greek.

Applicants entering at Stage 2 must give evidence either by transcript or by examination of at least two years of study in biblical Hebrew and two and a half years of study in New Testament Greek. Any deficiencies in these areas must be made up prior to admission to the PhD program.

6. After recommendation of acceptance by the appropriate department or division, applicants for Stage 2 must satisfactorily pass a written qualifying examination in the field of their intended major or concentration. For local applicants this examination is normally given through the PhD Studies office on the third Monday of February for those entering in the fall semester and on the third Monday of October for those entering in the spring semester. For out-of-town applicants, arrangements can be made with the PhD Studies office to take the written qualifying examination by proctor at another location.
7. Applicants for Stage 2 must satisfactorily pass an oral qualifying examination on fitness for doctoral studies. The oral examining committee appointed by the director of PhD studies will consist of no fewer than three members, one of whom will be from outside the applicant's intended major or concentration. The oral qualifying examination is given sometime after departmental evaluation of the written qualifying examination but no later than the third Monday of March for those entering in the fall semester and no later than the third Monday of November for those entering in the spring semester.

The main purpose of the oral qualifying examination is to determine that the applicant's level of biblical and theological knowledge is adequate for entering

the PhD program. The oral qualifying examination may also make inquiries into the applicant's Christian experience, teachability, vocational goals, financial resources, and potential for ministry leadership.

8. On the basis of the written qualifying examination, the oral qualifying examination, departmental or divisional recommendation, and the Personality Inventory the PhD Studies Committee will evaluate the applicant's acceptability for Stage 2 of the PhD program. If the applicant is approved, the committee will admit him or her to the doctoral program. The committee may require additional academic work to correct any deficiencies that may exist.

Within the context of its theological convictions and mission, Dallas Theological Seminary admits qualified students of any race, color, gender, national and ethnic origin, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the seminary. It does not discriminate on the basis of race, color, gender, national and ethnic origin, or disability in the administration of any of its educational and admissions policies, scholarship and loan programs, or other school-administered programs.

Dallas Theological Seminary is authorized under federal law to enroll nonimmigrant alien students.

LENGTH OF PROGRAM

Stage 1 of the doctoral program must be completed within two years. Stage 2 of the doctoral program normally includes at least four years of study, of which a minimum of three years must be spent in residence. Within the three years of

required resident study, one semester must be devoted to dissertation research.

All work in Stage 2 of the PhD program must be completed within eight years from the date of matriculation, including any leaves of absence. This requirement is strictly enforced, so students should take care to plan their program accordingly.

Any student who needs a leave of absence must file the appropriate form, which is available in the PhD Studies office. All leaves of absence must be approved by the PhD Studies Committee.

Reinstatement as a doctoral student after the eight-year limit has expired is possible only on the recommendation of the departmental or divisional coordinator and the PhD Studies Committee. Reinstated students will be subject to the requirements of the current catalog and handbook. The PhD Studies Committee may impose additional requirements.

The following checkpoints provide a timely schedule for completing Stage 2 requirements within the provisions of the eight-year statute of limitation. While some of these guidelines are only recommended and not required, they do provide a reasonable schedule which will enable students to avoid difficulty due to the eight-year statute of limitation. Students who are able to accelerate this schedule are encouraged to do so.

- Where applicable (e.g., Old Testament Studies), students must satisfy the biblical language requirement before starting their second semester in the program (required).
- Students must satisfy one modern language requirement before starting their third semester in the program. They must satisfy the second modern language

requirement before starting their fifth semester in the program (required).

- Students should complete all course work no later than the end of their third year in the program (recommended).
- Students must normally take comprehensive examinations by the end of the semester following completion of their course work. At the latest they must complete the comprehensive examinations within nine months of the completion of course work (required).
- Students should submit the dissertation syllabus no later than the end of their fourth year in the program (recommended).
- Students should submit the first two chapters (not counting the introduction) of the dissertation by September 15 of their fifth year in the program (recommended).
- Students should submit the first draft of the dissertation by December 1 of their fifth year in the program (recommended).
- Students should defend their dissertation by February 15 of their fifth year in the program (recommended).

If necessary, years six, seven, and eight provide recovery time for unanticipated setbacks.

STUDENT ADVISING

Early in their first semester students entering the PhD program should schedule a meeting with the coordinator of PhD studies in their academic department in order to gain a general orientation to the program. At that time the departmental coordinator will answer questions that the student may have about the doctoral program. The

coordinator will also clarify procedures for ongoing academic advisement for students in the PhD program.

A member of the faculty will be appointed to serve as an academic adviser to each student for the duration of his or her doctoral studies prior to the completion of comprehensive examinations. The adviser will guide the student with regard to such matters as the selection of courses, maintaining a suitable timetable for completion of the PhD program, completion of modern language requirements, preparation for the comprehensive examinations, choice of a dissertation topic, and any other academic matters that may require attention.

When the student begins dissertation research, the supervisor of the dissertation will serve as his or her adviser for the remainder of the doctoral program.

PHD STUDIES COMMITTEE

The PhD Studies Committee exercises general oversight of the PhD program. The committee consists of the director of PhD studies, who chairs the committee, and a faculty representative from each of the academic departments in which the degree is offered. Among other things, this committee evaluates and approves applicants for admission, approves dissertation topics, appoints dissertation committees, considers requests for extension of the program of study, and recommends PhD students for admission to candidacy.

STUDENT REGULATIONS

Students are responsible to comply with the regulations contained in this handbook as well as those in the relevant portions of the current Dallas Theological Seminary catalog and the current student handbook.

All students must maintain a valid email address with the Registrar's office and the PhD Studies office, along with current physical address information. Students will be required periodically to authenticate their current email address in order to access CampusNet. Email allows the seminary to expedite communication and will be used for official seminary communications, such as course scheduling changes. Students who do not currently have a valid email address can register for a free account with a number of providers.

This handbook describes the procedures and regulations governing the PhD program at the time of its publication. Periodically the content of this document may undergo change in keeping with standard operating procedures for the PhD program. Once approved, new regulations take precedence over previously published policies.



Academic Information

PROGRAM REQUIREMENTS

Students must satisfy the following requirements relative to their chosen academic discipline.

GENERAL GUIDELINES

Students in the PhD program may major in either the Division of Biblical Studies (with a concentration in Old Testament Studies, New Testament Studies, or Bible Exposition) or the Division of Theological Studies (with concentrations in both Historical and Systematic Theology).

In the case of Biblical Studies, students may select only one concentration. Students who later decide to change majors or concentrations must satisfactorily pass the qualifying examinations for the new major or concentration unless that requirement is waived by recommendation of the new academic department and with approval of the PhD Studies Committee.

For students admitted with only the MDiv degree, the PhD program consists of two stages. Stage 1 requires twenty-six semester hours of work. Stage 2 requires an additional thirty-five semester hours of doctoral work. Students who enter with the ThM or STM degree complete only Stage 2 of the PhD program, namely thirty-five semester hours of course work involving at least three semesters of study.

After completion of their course work and admission to candidacy, students must meet the residency requirements for dissertation research, as explained later under "Resident Research."

Each academic department reviews the status of its students annually and reports its findings to the PhD Studies Committee. These reviews take into account the progress of students in meeting the requirements of the program, the quality of their course work, demonstrated ability to do commendable research, and proven ability to write in acceptable English style. Students will not be permitted to continue in the PhD program if there are serious deficiencies that call into question their ability to be successful in the program.

Most doctoral courses are offered annually or on biennial rotation according to student need and faculty availability. Course descriptions are available in the seminary catalog.

STAGE 1

Hebrew exegesis (after passing a proficiency exam in Hebrew grammar and syntax):

OT103 Hebrew Exegesis and Old Testament Introduction I 3

OT104 Hebrew Exegesis and Old Testament Introduction II 3

Greek exegesis (after passing a proficiency exam in Greek grammar and syntax):

NT104 Introduction to New Testament Exegesis 3

NT105 Exegesis of Romans 3

Major in Biblical Studies or Theological Studies 11

Select one of the following two courses:

EML215 Teaching in Christian Higher Education 3

WM410 Theological Education in Intercultural Contexts 3

Total hours for Stage 1 26

REQUIREMENTS FOR STAGE 1

Stage 1 students are required to pass a proficiency examination in Hebrew grammar and syntax, complete OT103 and OT104 (six semester hours), pass a proficiency examination in Greek grammar and syntax, and complete NT104 and NT105 (six semester hours). They must also complete a concentration of eleven semester hours in a Biblical Studies or Theological Studies department and complete either EML215 or WM410 (three semester hours).

After completion of the twenty-six semester hours of Stage 1, students must pass the PhD written and oral qualifying exams for Stage 2. *See chart above for Stage 1 requirements.*

Although Stage 2 PhD courses are—with certain exceptions—restricted to PhD students, Stage 1 courses may include both ThM students and Stage 1 PhD students. Students who take such courses for PhD credit are subject to additional course requirements which have been determined by the various academic departments. Details regarding these requirements appear in each PhD course syllabus.

Students entering the doctoral program at Stage 1 may credit toward the PhD degree only courses taken after receiving the Master of Divinity degree. Students entering at Stage 2 may credit toward the PhD degree only courses taken after receiving the Master of Theology degree. Course work done in other institutions may be credited toward the PhD degree only with the approval of the PhD Studies Committee on a case-by-case basis.

Any course offered at the master's level and taken for credit toward the PhD degree will be subject to increased requirements in order to place it on a higher academic level than work done for the ThM. Details regarding these requirements appear in each PhD course syllabus.

Stage 1 students must successfully complete the qualifying exams for Stage 2 before continuing in the doctoral program. These exams assume completion of the twenty-six semester hours of Stage 1. However, students are eligible to take the qualifying exams for Stage 2 during their final semester of Stage 1 work. Students may attempt the Stage 2 qualifying exams a maximum of two times.



Students who fail the qualifying exams on completion of Stage 1 may apply for the STM degree. If accepted into the STM program, Stage 1 students will need to complete six more semester hours in the following segments: two semester hours in Theological Studies (if the major is Biblical Studies) or two semester hours in Biblical Studies (if the major is Theological Studies), and four semester hours in the Ministries and Communication division, including at least one semester hour in ministry leadership. Students must also have completed course work in soteriology and eschatology in their master's program.

REQUIREMENTS FOR STAGE 2

Stage 2 requirements for all doctoral students include thirty-five semester hours of course work.

For a major in Biblical Studies, nine semester hours of course work are required in divisional courses. The required courses are as follows: Old Testament Backgrounds (three semester hours), New Testament Backgrounds (two semester hours), Hermeneutics (three semester hours), and Research Procedures (one semester hour). In addition to these required divisional courses, students in Biblical Studies must also satisfy the requirements of their concentration,

whether Old Testament Studies, New Testament Studies, or Bible Exposition.

The following guidelines for course completion apply. All students in Biblical Studies are required to take two courses outside the concentration but within the Biblical Studies division—one from each of the two departments in which they are not concentrating. Students should select these courses in consultation with their academic adviser and with consideration of their academic background and needs. Requests for exceptions to this requirement may be considered jointly by the departmental coordinators in the Biblical Studies division.

Major in Biblical Studies

Students majoring in Biblical Studies will choose one of the following concentrations: Old Testament Studies, New Testament Studies, Bible Exposition.

Concentration in Old Testament Studies

For a concentration in Old Testament Studies, students must take Old Testament Criticism (two semester hours), Historical Hebrew Grammar (three semester hours), Advanced Old Testament Biblical Theology (two semester hours), and two of the following three exegetical courses: Exegesis in the Torah (three semester hours), Exegesis

STAGE 2—Biblical Studies Division
Concentration in Old Testament Studies

Required divisional courses:

BS1001 Old Testament Backgrounds	3
BS1002 New Testament Backgrounds	2
BS1003 Hermeneutics	3
BS1004 Research Procedures.....	1

Required departmental courses:

OT1001 Old Testament Criticism	2
OT1002 Historical Hebrew Grammar	3
OT1003 Advanced Old Testament Biblical Theology.....	2

Select two of the following courses:

OT1004 Exegesis in the Torah	3
OT1005 Exegesis in the Prophets.....	3
OT1006 Exegesis in the Writings.....	3

Select one of the following courses:

OT2020 Introduction to Akkadian	3
OT2030 Introduction to Ugaritic.....	3

Elective courses	7
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Dissertation research:

OT1008 Old Testament Dissertation	3
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<i>Total hours for Stage 2 in Biblical Studies, Old Testament concentration</i>	<i>35</i>
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in the Prophets (three semester hours), Exegesis in the Writings (three semester hours). Students must also take either Introduction to Akkadian (three semester hours) or Introduction to Ugaritic (three semester hours), seven semester hours of electives, and dissertation research (three semester hours). *See chart above for further details.*

Prior to beginning Stage 2 of the PhD program, Old Testament students must have completed a course in Biblical Aramaic. Before the end of their first semester in Stage 2 of the PhD program, students must pass a reading proficiency examination, demonstrating basic competence in Hebrew grammar and syntax and ability to translate Hebrew prose literature. Remedial instruction,

if needed, will be provided without credit by the Old Testament department.

Students who fail the reading proficiency examination may make arrangements to retake the examination after thirty days. Students may take the reading proficiency examination no more than three times. Students may not register for their second semester until they have successfully completed the reading proficiency exam.

Before beginning dissertation research, doctoral students in the Division of Biblical Studies with a concentration in Old Testament Studies must demonstrate an advanced knowledge of Hebrew grammar and a knowledge of ancient Near Eastern history, culture, and literature adequate for understanding the world of the Old



STAGE 2—Biblical Studies Division
Concentration in New Testament Studies

Required divisional courses:

BS1001 Old Testament Backgrounds.	3
BS1002 New Testament Backgrounds.	2
BS1003 Hermeneutics	3
BS1004 Research Procedures.	1

Required departmental courses:

NT1001 History of New Testament Interpretation and Criticism.	3
NT1002 New Testament Theology	3
Elective courses.	17

Dissertation research:

NT1008 New Testament Dissertation	3
---	---

Total hours for Stage 2 in Biblical Studies, New Testament concentration. 35

Testament. They must also be able to think critically in the areas of biblical criticism, be able to do exegesis in a variety of Old Testament genres, and be able to develop a consistent biblical theology.

Concentration in New Testament Studies

For a concentration in New Testament Studies, students must take History of New Testament Interpretation and Criticism (three semester hours), New Testament Theology (three semester hours), seventeen semester hours of electives, and dissertation research (three semester hours). *See chart above for further details.*

Before beginning dissertation research, doctoral students in the Division of Biblical Studies with a concentration in New Testament Studies must demonstrate an advanced knowledge of *Koine* Greek grammar, be familiar with the backgrounds and environments of the New Testament, be acquainted with the history of New Testament interpretation, be able to think critically in the areas of biblical criticism, demonstrate proficiency in reading the Greek New Testament, be able to do exegesis in the various New Testament genres, and be able to articulate the theology of New Testament authors.

STAGE 2—Biblical Studies Division
Concentration in Bible Exposition

Required divisional courses:

BS1001 Old Testament Backgrounds.....	3
BS1002 New Testament Backgrounds.....	2
BS1003 Hermeneutics	3
BS1004 Research Procedures.....	1

Required departmental courses:

BE1001 Argument of Old Testament Books	3
BE1002 Argument of New Testament Books	2

Elective courses..... 18

Dissertation research:

BE1008 Bible Exposition Dissertation	3
--	---

Total hours for Stage 2 in Biblical Studies, Bible Exposition concentration 35

Concentration in Bible Exposition

For a concentration in Bible Exposition, students must take Argument of Old Testament Books (three semester hours), Argument of New Testament Books (two semester hours), eighteen semester hours of electives, and dissertation research (three semester hours).

Normally, PhD students majoring in Bible Exposition will not select their Old Testament electives from a Semitic language course other than Hebrew. Electives should be chosen in consultation with the departmental adviser. *See chart above for further details.*

Before beginning dissertation research, doctoral students in the Division of Biblical Studies with a concentration in Bible Exposition must demonstrate a thorough knowledge, both analytical and synthetic, of each book of the Bible, be able to discuss problem passages of the Bible intelligently, and be familiar with biblical backgrounds, history, and culture.

Students who do not have a ThM degree from Dallas Theological Seminary may be required to take up to four additional semester hours in Bible Exposition.



STAGE 2—Theological Studies Division***Theological Studies Major****Required divisional course:*

BS1004 Research Procedures 1

Required departmental courses:

TS1001 Seminar on Hermeneutics and Historiography 3

TS1002 Seminar on Theological Method 3

TS1003 Seminar on Modern Theology and Theologians 3

TS1004 Seminar on Evangelicalism. 3

TS1006 Seminar on the History of Doctrine 3

TS1007 Seminar on Theological Systems. 3

Elective courses 13

Dissertation research:

TS1008 Theological Studies Dissertation 3

*Total hours for Stage 2 in Theological Studies 35***Major in Theological Studies**

For a major in Theological Studies, students must take the following courses: Research Procedures (one semester hour), Seminar on Hermeneutics and Historiography (three semester hours), Seminar on Theological Method (three semester hours), Seminar on Modern Theology and Theologians (three semester hours), Seminar on Evangelicalism (three semester hours), Seminar on the History of Doctrine (three semester hours), Seminar on Theological Systems (three semester hours). Students who major in Theological Studies must also take thirteen semester hours of elective courses plus three hours of dissertation research. *See chart above for further details.*

Students should select the thirteen semester hours of elective courses for the major in Theological Studies in consultation with the departmental coordinator for Theological Studies. Three of those hours must be an elective in Systematic Theology and three hours must be an elective in Historical Theology.

Before beginning dissertation research, doctoral students in the Division of Theological Studies must demonstrate an advanced knowledge of the current field of theological scholarship, demonstrate a critical understanding of the thought and contribution of a major theologian in the history of theology, and demonstrate critical skills in theological and historiographical method.

In this major students must choose both a Systematic Theology concentration and a Historical Theology concentration for their studies. In the case of a Systematic Theology concentration, students must be able to expound the doctrines, issues, and problems of a selected area within Systematic Theology in a way that demonstrates advanced knowledge of relevant biblical scholarship, the history of thought as it impacts the area, and contemporary contributions of theologians and scholars of other fields. In the case of a Historical Theology concentration, students must

demonstrate knowledge of a specific period in the history of theology, with special attention given to the dominant cultural, social, and theological influences that distinguish it.

FORM FOR COURSE PAPERS

Written work submitted for credit in fulfillment of requirements in the various courses leading to the PhD degree must conform to the standards contained in the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian, and the latest edition of the "Supplement to Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*," produced by the faculty of Dallas Theological Seminary. This supplement is available online at the seminary website. For clarification of standard abbreviations used in contemporary biblical and theological scholarship students should consult the latest edition of *The SBL Handbook of Style for Biblical Studies and Related Disciplines*.

PhD students are required to use a bibliographical database in the preparation of all major papers for doctoral courses and in the preparation of all doctoral dissertations.

MODERN LANGUAGE REQUIREMENTS

PhD students must demonstrate ability to read scholarly French and German. Under certain circumstances other languages may be substituted for French or German on recommendation of the departmental coordinator and with approval of the PhD Studies Committee. In such cases the PhD Studies Committee must deem the substitute language to have special relevance to the student's dissertation topic and research interests.

Subject to availability of teaching staff, instruction in reading comprehension for either German or French is offered on an alternating schedule each year during the summer session. Successful completion of the French or German course, which includes a final examination, fulfills the PhD language requirement for reading proficiency in that language. PhD students who wish classroom instruction in these languages should contact the PhD Studies office for further details about requirements and scheduling. No course credit is granted for meeting the modern language requirements. Audits are normally not permitted in these courses.

Students must satisfactorily pass the first modern language examination before enrolling in the third semester of their course work. Students who do not pass this examination cannot enroll in the next semester's courses, except in the case of hyphenated courses begun in the first semester or if the student has taken no more than three semester hours of course work. Students must wait at least one month before taking another examination in the same language. They must pass this examination in no more than three attempts; otherwise, they will be withdrawn from the PhD program.

Students must satisfactorily pass the second modern language examination before enrolling in the fifth semester of their course work. Students who do not satisfactorily pass this examination cannot enroll in the next semester's courses, except in the case of hyphenated courses. Students must wait at least one month before taking another examination in the same language. They must pass this examination in no more than three attempts; otherwise, they will be withdrawn from the PhD program.

Students must make arrangements with the PhD Studies office at least two days in advance of the time they wish to take the modern language examination. The deadline for passing a language examination prior to the beginning of the fall semester is July 31; the deadline prior to the beginning of the spring semester is November 30.

COMPREHENSIVE EXAMINATIONS

On completion of their course work students must prepare for and take comprehensive examinations over their chosen discipline.

Subject areas covered by the comprehensive written examinations in each major or concentration are listed below.

Major in Biblical Studies

Concentration in Old Testament Studies

- Old Testament introduction and criticism
- Old Testament backgrounds
- Historical Hebrew grammar
- Old Testament theology
- Old Testament exegesis

Concentration in New Testament Studies

- Grammar of the Greek New Testament
- Background to the New Testament (including literary, historical, cultural, and conceptual backgrounds)
- New Testament introduction and history of New Testament interpretation
- New Testament textual criticism
- Translation and exegesis in the Gospels and Acts
- Translation and exegesis in the Pauline Epistles
- Translation and exegesis in Hebrews, General Epistles, and Revelation

Concentration in Bible Exposition

- Hermeneutics and biblical backgrounds
- The Pentateuch
- Old Testament history and poetry
- Old Testament prophecy
- New Testament history
- New Testament epistles and prophecy

Major in Theological Studies

- A major theologian in context
- Systematic theology, including a selected doctrinal emphasis
- Modern theology and evangelicalism
- Theological systems

For two of their comprehensive examinations students who major in Theological Studies will choose a significant theologian and a specific doctrinal area. These selections should be made in consultation with the departmental coordinator. The remaining two examinations will cover modern theology and evangelicalism and theological systems.

Guidelines for Comprehensive Examinations

Students may take the comprehensive written examinations only after completion of all their course work and after approval of the Phase 3 dissertation topic proposal. Students must complete any course extensions (including independent studies) before taking their comprehensive exams.

Because of the difficulty in forming examining committees during the summer months, students must begin and complete their comprehensive exams after September 1 and before March 15 of the academic year. Examinations will not be given between March 15 and September 1.

Students must make arrangements with the PhD Studies office at least two weeks

before beginning their comprehensive examinations. The examinations must be completed within fifteen calendar days after beginning the examinations. No examination may be taken on weekends or holidays. Students are encouraged to type examinations on a computer, but handwritten examinations are acceptable. Students are not allowed to keep a copy of the examination questions or answers on any retrieval medium.

If a student's scores on the comprehensive examinations are unsatisfactory, the examining committee may allow him or her to retake all or part of the examinations. The comprehensive written examinations will be rescheduled when the departmental coordinator is satisfied that the student is ready to retake the examinations. Students may not see their graded written examinations until they have passed the subsequent oral examination.

Comprehensive examinations must be taken in a designated location to be determined by the director of PhD studies. Students will not be permitted to bring any books or electronic devices with them to the examination other than those designated by their academic department.

Within fifteen days after satisfactory completion and grading of the comprehensive written examinations, a comprehensive oral examination will be given by a committee of the faculty convened by the director of PhD studies. This committee normally consists of four members, at least one of whom is from a department outside the student's major or concentration.

If a student does not pass the oral examination, the examining committee may allow him or her to retake all or part of the examination. The comprehensive

oral examination will be rescheduled when the departmental coordinator is satisfied that the student is ready to retake the examination, but no later than the immediately following semester.

If necessary, doctoral students will be allowed one semester of full-time student status to prepare for the comprehensive examinations and one additional semester at half-time status for taking the comprehensive exams.

Normally comprehensive examinations should be taken during the semester following the completion of course work. At the latest they must be taken within nine months of the completion of course work.

Students must pass all the comprehensive written examinations and the comprehensive oral examination in no more than two attempts; otherwise, they will be withdrawn from the PhD program.

ADMISSION TO CANDIDACY

Students are admitted to candidacy for the PhD degree by action of the faculty only after they have (1) completed all residency requirements leading to the degree; (2) met the foreign language requirements; (3) passed written and oral comprehensive examinations over the fields within their major or concentration; (4) shown evidence to the satisfaction of the faculty of proven Christian character and ability and acceptability for Christian ministry; and (5) affirmed adherence to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ. The application for admission to candidacy will be available on the student's CampusNet webpage when

he or she has successfully completed the written and oral comprehensive exams.

All students must be formally admitted to candidacy for their degree program. Students should complete the application for admission to candidacy as soon as they are qualified to do so (i.e., immediately after successful completion of the written and oral comprehensive examinations). Students may not submit any portion of their dissertation until they have been admitted to candidacy.

If admission to candidacy is denied, the student may consult the current edition of the student handbook for the appeal process related to the denial of admission to candidacy.

RESIDENT RESEARCH

After completing the comprehensive examinations, students must normally remain in residency for at least one semester for the purpose of dissertation research, or until such time as the members of the dissertation committee are satisfied that the student no longer needs their personal supervision. Students writing dissertations will be allowed a maximum of two years of full-time student status.

DISSERTATION AND CONTINUATION COURSES

Upon admission to candidacy PhD students must register for their dissertation research as a doctoral course. Those who gain candidate status in the fall semester will register for the dissertation course the following spring semester; those who gain candidate status in the spring semester will do so the following fall semester.

Registration for the dissertation course will be effective for one academic year and will be billed as a three-hour course. A grade will be assigned to this course. Students who are unable to complete the dissertation in one academic year will be required to register for a one-semester-hour dissertation continuation course each fall and each spring until they graduate. No grade will be assigned to the continuation course. Full tuition will be paid for these courses.

DISSERTATION

A doctoral dissertation is a formal treatise or discourse that advances a proposition based on extensive scholarly research. Before accepting a dissertation for the PhD degree, the student's dissertation committee must be satisfied that (1) it is sound methodologically, (2) its argument is coherent throughout, (3) it critically evaluates previously published works on the subject, (4) it is clearly and effectively written, and (5) it represents a significant contribution to learning. Its contribution may be the discovery of new knowledge, the connection of previously unrelated facts, the development of an original point of view, or the revision of older views.

Submission Policy

All work related to the dissertation, including the proposal and the syllabus, must be submitted to the PhD Studies office. Students may not submit any portion of their dissertation until they have fulfilled the two modern language requirements, completed all course work, completed the written and oral comprehensive examinations, and been admitted to candidacy as outlined above. Email submissions of dissertation material will not be accepted. Students

are encouraged to submit all portions of their dissertation prior to the published deadlines if they are able to do so.

Research Languages

Prior to beginning dissertation research students must demonstrate competence in whatever language is essential for scholarly study of texts central to the purposes of their dissertation. Such competence will already have been demonstrated through course work in the case of Biblical Hebrew and New Testament Greek. In other cases the PhD Studies office will administer a reading proficiency examination for this purpose.

Topic Proposal

Approval of dissertation topic proposals takes place in three phases. At Phase 1 students are required to submit for preliminary approval a dissertation topic. This must be done at least three weeks prior to the completion of twelve semester hours of PhD course work.

At Phase 2 students are required to submit for preliminary approval a dissertation title, précis, and statement of original contribution, along with departmental and library approvals. This must be done at least three weeks prior to the completion of twenty-four semester hours of PhD course work.

At Phase 3 students are required to submit for final approval a dissertation title, clear thesis statement, précis, statement of original contribution, and a written evaluation, consisting of approximately five pages, of previous relevant studies. This must be done at least three weeks prior to the completion of thirty-two semester hours of PhD course work.

Any subsequent change of topic or title must be approved by the PhD Studies Committee.

Dissertation Committee

On final approval of the topic, the PhD Studies Committee will appoint a dissertation committee for the student. This committee normally consists of three members: a supervisor from the resident faculty of the department of the student's major or concentration, a second reader from the same department, and a third reader from outside the department. The third reader may be either internal or external to the seminary faculty. Only faculty who hold an appropriate terminal research degree (e.g., PhD, ThD, DPhil) and who have the rank of associate professor or above are authorized to serve as supervisors of doctoral dissertations. The student will meet with the dissertation committee to discuss the topic, structure, and procedure of the work.

The appointment of a dissertation committee does not guarantee the successful completion of a dissertation. The sole responsibility for choosing the topic, researching, and writing the dissertation remains that of the student. The student must take the initiative at each step of the process. The function of the dissertation committee is to oversee the student's work and to respond to student initiative with advice and evaluation.

Supervisor

The supervisor is the first reader of a dissertation and is charged with the primary task of supervising and directing the dissertation. The supervisor offers guidance in the process of research and writing through regular conferences with the student in order to review the student's progress and provide appropriate help. At the beginning of this process the supervisor will arrange for the dissertation committee to discuss with the student the dissertation

topic prior to the preparation of the syllabus. The supervisor's role continues during the process of syllabus research and preparation. The student reports to the supervisor on the progress of his or her research and consults with the supervisor on the thesis, organization, structure, and form of the dissertation.

Once the student has researched the dissertation topic and has discussed the general content of the dissertation with the supervisor, he or she should prepare the syllabus (including bibliography) and present it for approval to the PhD Studies office. The supervisor will convene a meeting of the dissertation committee with the student to discuss the syllabus and the status of the dissertation. The supervisor may require the student to do further research or to revise the syllabus before convening a meeting of the dissertation committee.

After the syllabus has been approved, the student will submit to the PhD Studies office the first two chapters of the dissertation (not counting the introduction to the dissertation) followed by an entire first draft. The supervisor will provide a written assessment of all aspects of the dissertation,

including research, structure, argument, style, and form. The supervisor will consult with other committee members throughout this process. The supervisor will assist the student in understanding and implementing the suggestions made by the dissertation committee.

If the readers find the first draft of the dissertation to be acceptable, the supervisor will notify the director of PhD studies to arrange for an oral defense of the dissertation. If the readers find the draft of the dissertation to be unacceptable, the supervisor will discuss with the student the necessary revisions of the work.

The supervisor is under no obligation to edit work that has been carelessly prepared with inadequate attention to detail. Such work may instead be returned unread to the student for revision and resubmission. If necessary, the supervisor may convene a meeting of the dissertation committee to discuss the status of the dissertation.

Second and Third Readers

The second and third readers of the dissertation will participate in meetings of the dissertation committee that are convened to discuss the dissertation topic, the syllabus, the dissertation, and the oral



defense of the dissertation. They will provide professional evaluation and suggestions related to the overall direction, research, content, and method of the dissertation. They will also be available to consult with the supervisor and to participate in any other meetings of the dissertation committee that are called at the discretion of the supervisor.

Each reader will evaluate the syllabus before meeting with the student in committee. A total of one month will be allowed for the three readers to complete their reading of the syllabus. If the third reader is external to the institution, his or her presence may not be required at the committee meeting, in which case he or she will provide a written evaluation to the supervisor.

Each reader will evaluate the first two chapters of the dissertation and the entire written dissertation after these have been formally submitted. Normally the second and third reader each have two weeks to complete their evaluation. This evaluation covers all aspects of the work: structure, argument, supporting research, style, and form. However, the second and third readers are not expected to undertake the role of advising the student. Rather, they will submit to the supervisor a one- or two-page statement on the acceptability of the dissertation and explanation of required improvements.

If the first draft of the dissertation is deemed to be acceptable, the readers will prepare to meet in committee for the oral defense of the dissertation. It should be noted that the readers are under no obligation to accept work that is poorly written, poorly argued, or weak in supporting research.

Syllabus

After the dissertation topic has been approved, the student will prepare the syllabus for the dissertation in consultation with the dissertation committee. The syllabus should consist of approximately 2,500 to 5,000 words (excluding bibliography in the word count).

Once a syllabus has been prepared, the student should submit to the PhD Studies office one copy of the syllabus in proper dissertation form. The PhD Studies office will record the submission and send the copy to the dissertation committee for evaluation. The dissertation committee will then meet with the student to discuss its evaluation of the syllabus as well as the overall direction of the dissertation.

If the syllabus is approved, the student should provide a copy to the PhD Studies office for placement in his or her file. If the syllabus is not approved, the student may resubmit another syllabus on the same topic or may withdraw the original topic and propose a different one according to the guidelines indicated above for topic approval.

The function of the syllabus in the dissertation process is very important. It should present, in summary fashion, the carefully researched and logically explained direction of the entire work, clearly presenting the thesis of the dissertation, the substance of the argument (including the subdivisions of each chapter), and the majority of the primary and secondary sources for the entire work. A research bibliography must be attached. The syllabus should indicate the purpose, procedure, and accomplishments of the dissertation.

Approval of the syllabus by the student's dissertation committee represents acceptance of the dissertation project and authorization to write the dissertation.

First Two Chapters

Students intending to graduate in May must submit the first two chapters of the dissertation (not counting the introduction to the dissertation) to the PhD Studies office by September 15 of the previous year. Students intending to graduate in August must submit the first two chapters of the dissertation (not counting the introduction to the dissertation) to the PhD Studies office by January 1. Students intending to graduate in December must submit the first two chapters of the dissertation (not counting the introduction to the dissertation) to the PhD Studies office by May 1.

Failure to present the first two chapters of the dissertation on time will necessitate postponement of graduation. This schedule is achievable only if the dissertation committee finds the first two chapters of the dissertation acceptable with few required revisions. Otherwise, graduation may be postponed.

Completed First Draft

The first draft of the dissertation is to be written under the supervision of the student's dissertation committee and presented to the PhD Studies office. It must be judged acceptable by the dissertation committee with respect to both content and proper dissertation form.

Students intending to graduate in May must submit the entire first draft of their dissertation to the PhD Studies office by December 1. Students intending to graduate in August must submit the entire first draft of the dissertation to the PhD Studies office by March 15. Students intending to

graduate in December must submit the entire first draft of the dissertation to the PhD Studies office by July 15. The first two chapters containing the annotations of the dissertation committee must be included with the submission of the entire first draft.

Failure to present the first draft on time will necessitate postponement of graduation. This schedule is achievable only if the dissertation committee finds the entire first draft of the dissertation acceptable with few required revisions. Otherwise, graduation may be postponed.

Oral Defense

After completion of an acceptable first draft of the dissertation, the dissertation committee will ask the director of PhD studies to arrange for an oral defense of the dissertation before an examining committee of the faculty. Normally the examining committee will consist of no fewer than four members, including the director of PhD studies and the members of the dissertation committee.

At the dissertation defense the student will be expected to articulate and defend the proposition of the dissertation, to argue convincingly for specific points developed within the dissertation, and to demonstrate knowledge of the field of research and control of the pertinent literature. The examining committee will point out any further work that the student needs to do before submission of the preliminary final draft.

Students intending to graduate in May must complete the oral defense by February 15. Students intending to graduate in August must complete the oral defense by May 30. Students intending to graduate in December must complete the oral defense by September 30.



At the option of the examining committee, the student may be required to take another oral defense examination following the presentation of the final draft of the dissertation. Guidelines for preparing for the oral defense of the dissertation are available in the PhD Studies office.

Students must be present on the Dallas campus for their dissertation defense. Dissertation defenses will not be conducted from a distance by video or telephone conference call. When contemplating a geographical relocation, students should keep this requirement in mind.

Preliminary Final Draft

Submission of a preliminary final draft allows the dissertation committee one last opportunity for corrections. Students intending to graduate in May must submit the preliminary final draft of the dissertation to the PhD Studies office by March 15. Students intending to graduate in August must submit the preliminary final draft of the dissertation to the PhD Studies office by July 1. Students intending to graduate in December must submit the preliminary final draft of the dissertation to the PhD

Studies office by November 1. The first draft containing the annotations of the dissertation committee must be included with the submission of the preliminary final draft.

Failure to present the preliminary final draft on time will necessitate postponement of graduation. This schedule is achievable only if the dissertation committee finds the preliminary final draft of the dissertation acceptable with few required revisions. Otherwise, graduation may be postponed.

It should be understood that the dates indicated here for completion of the dissertation are the absolutely latest possible dates for program completion within a given semester. These deadlines assume that submissions will not require significant change or revision. If at all possible, students should submit their dissertation drafts well in advance of these dates.

Final Draft

Students intending to graduate in May must present two originals of the final draft of the dissertation in proper Turabian form to the PhD Studies office by April 15. Students

intending to graduate in August must present two originals of the final draft of the dissertation in proper Turabian form to the PhD Studies office by August 1. Students intending to graduate in December must present two originals of the final draft of the dissertation in proper Turabian form to the PhD Studies office by December 1.

Failure to meet this deadline will necessitate postponement of graduation. An abstract of not more than 350 words must be included with each copy of the final form of the dissertation. The originals must be laser printed on paper that is 20-pound stock, at least 25 percent cotton, and acid-free.

Form for Dissertations

The dissertation must conform to the standards outlined in the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian, and the latest edition of the "Supplement to Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*," produced by the faculty of Dallas Theological Seminary. The supplement is available online at the seminary website.

For items not addressed by Turabian or the supplement, students should consult the latest edition of *The Chicago Manual of Style*. For clarification of standard abbreviations used in contemporary biblical and theological scholarship students should consult the latest edition of *The SBL Handbook of Style for Biblical Studies and Related Disciplines*.

Length of Dissertation

The dissertation should be at least 50,000 words but must not exceed 75,000 words, including footnotes and appendices but excluding bibliography. In most cases this

will amount to 200 to 300 pages. All foreign-language materials should be typed in their native scripts with the appropriate diacritical and accent marks. Any exceptions must be approved by the PhD Studies Committee.

Students are required to use a bibliographical database in the preparation of all PhD dissertations.

Grading

The dissertation committee will assign two grades. One grade is for the dissertation, evaluating the research process as well as the final content and form of the dissertation. The second grade is for the oral defense of the dissertation.

If the candidate receives an unsatisfactory grade on either the dissertation or the oral defense, the dissertation committee may, at their discretion, offer an opportunity to revise the dissertation and/or retake the oral defense, which may necessitate postponement of graduation. If the dissertation readers are unable to agree on the acceptability of the dissertation, the PhD Studies Committee will decide the course of action to be taken.

Filing

All filing fees (see the section on financial information in the current seminary catalog) and the final draft of the dissertation as stipulated above must be presented to the PhD Studies office.

Publication

Upon its acceptance for conferral of the PhD degree, the dissertation must be published in order to make it available to the broader scholarly community. This requirement is achieved through University Microfilms International in Ann Arbor, Michigan. Instructions on how to proceed with this requirement are available from the PhD Studies office.

Students may also choose to publish their dissertation through some other medium. While the seminary recognizes that the dissertation is the intellectual property of the student, it is expected that upon its publication notice will be given that the material was originally submitted to Dallas Theological Seminary as a PhD dissertation. Notice also should be given as to whether the author has revised this material and, if so, to what extent.

Conflict Resolution

At any time during the dissertation process up to the submission of the dissertation to the PhD Studies office, students may request that their supervisor convene a meeting of the dissertation committee to discuss aspects of the work. The supervisor will decide whether such a meeting should be called.

If students are dissatisfied with the direction of the dissertation process, they may request a meeting with the departmental coordinator to reconcile the problem by choosing a different dissertation topic, selecting a different supervisor, or reconstituting the dissertation committee. The departmental coordinator will seek to resolve the problem in the best interests of both the student and the institution. At the discretion of the departmental coordinator or the student, the matter may be appealed for a hearing by the PhD Studies Committee, whose decision will be final.

Any change of topic, title, supervisor, or committee must be approved by the PhD Studies Committee.

OPTIONAL OPPORTUNITIES

PhD students are encouraged to take advantage of the following opportunities if they are able to do so.

Teaching Internship

The course OT9001 Teaching the Old Testament (or the corresponding course in New Testament Studies, Bible Exposition, or Theological Studies) provides a mentored experience in setting up a course, preparing a syllabus, assisting with teaching and grading, and various other matters. PhD students are encouraged to take this internship at some point during the course-work phase of their program.

Israel Study Tour

Following the completion of the spring semester, the seminary usually sponsors a three week study-tour to Israel.

PhD students who wish to receive two semester hours of academic credit for their participation in this tour to Israel are subject to the following requirements.

- (1) Students must complete all requirements for the tour participants (e.g., quizzes, exams, group participation, etc.).
- (2) They must write a formal paper of approximately thirty pages in length on some aspect of historical geography. This paper will be read by two resident Dallas Theological Seminary faculty who teach in the PhD program, one of whom will serve as the professor of record.
- (3) The topic for the paper must be approved by the professor of record prior to final exam week in the spring semester. The paper must be submitted no later than August 1.
- (4) Responsibility rests with the PhD student for making all the necessary arrangements with the professor of record prior to the final exam week in the spring semester.
- (5) The student's grade for the course will be based on the grade reported by the tour instructor (70 percent) and the grade on the paper (30 percent).

GENERAL ACADEMIC REGULATIONS

The following general regulations apply to all PhD students.

REGISTRATION FOR COURSES

Official registration for courses is required before admission to classes. PhD students may not register online. Signatures of the departmental coordinator and the director of PhD Studies are required for registration.

Students may add a class anytime after registration prior to the end of the first week of the term. A course may be dropped at any time. For financial penalties incurred for dropping courses students should refer to the section on financial information in the current seminary catalog. Courses begun later than the beginning of the first week of the semester cannot be credited without approval of the registrar and the PhD Studies Committee.

AUDITING OF COURSES

Only students who have officially registered to audit a course may do so. Students are not permitted to attend classes without registering as an auditor. Audits are not allowed in courses that the student will take later for credit, nor are they allowed in courses in which the professor does not permit audits. For audit fees, see the section on financial information in the current seminary catalog.

WITHDRAWAL FROM COURSES

A student may withdraw from a course without academic penalty up to the ninth week of the semester. See the current student handbook for further details. The student should consult the Summer School section of the current seminary catalog for deadlines that apply to Summer School courses.

LEAVE OF ABSENCE

Any student who needs a temporary leave of absence from the program due to extenuating circumstances must file the appropriate form, which is available in the PhD Studies office. All leaves of absence must be approved by the PhD Studies Committee. A leave of absence does not stop the clock on the two-year limit for completing Stage 1 of the program or the eight-year limit for completing Stage 2 of the program.

WITHDRAWAL FROM SEMINARY

Any student desiring to withdraw from the PhD program must complete the appropriate form, which is available in the Registrar's office.

After appropriate notification, the PhD Studies Committee may withdraw a student from the program for the following reasons: (1) failure to pass a modern language examination after three attempts; (2) inactivity for one year during the course-work phase of the program; (3) failure to complete successfully the written and oral comprehensive exams within the specified time limit; (4) failure to complete successfully the written and oral comprehensive exams after two attempts; (5) failure to complete the entire program within the eight-year time limit; (6) failure to resolve issues of academic or disciplinary probation as described in the student handbook; (7) failure to resolve delinquent continuation fees.

PLAGIARISM POLICY

Plagiarism occurs in research whenever a writer appropriates material that falls outside the sphere of common knowledge from any source not his own without indicating his or her indebtedness to that source. The theft may have to do with

substance (i.e., ideas or information taken from a source without acknowledgment in the form of proper documentation), or it may have to do with verbal expression (i.e., wording or phraseology taken from a source without acknowledgment in the form of proper documentation and quotation marks around the quoted material).

In either of these forms, plagiarism constitutes a serious academic and ethical impropriety. For this reason any work submitted in the PhD program that gives clear evidence of plagiarism, whether committed deliberately or naively, will receive a grade of zero. Each case will be reported to the director of PhD studies, who will inform the PhD Studies Committee and the dean of students. Depending on the circumstances, the student may be subject to additional disciplinary action.

This procedure also applies to any instances of cheating that might be detected in work submitted in the PhD program.

APPEAL PROCESS

Any appeal of a decision rendered by the PhD Studies Committee must be made in writing to the director of PhD studies within ten calendar days of written notification of the committee's decision. The director of PhD studies will present the appeal to the PhD Studies Committee for their consideration.

Once the PhD Studies Committee has rendered its decision regarding an appeal, any further appeal of their decision must be made in writing to the academic dean within ten calendar days of written notification of the decision of the PhD Studies Committee.

Once the academic dean has rendered a decision regarding an appeal, any appeal of the dean's decision must be made in writing to the president of the seminary within ten calendar days of written notification of the dean's decision. The decision of the president regarding the appeal will be final.



GRADING SYSTEM

The following policies apply with regard to grades.

Grade Symbols

- A = Work of exceptional quality
- B = Work of commendable quality
- C = Not acceptable for credit toward the PhD degree, but the grade will be recorded on the student's transcript and averaged into the grade point average.
- D = Not acceptable for credit toward the PhD degree, but the grade will be recorded on the student's transcript and averaged into the grade point average.
- F = Failure to do passing work with no credit given, but the grade will be recorded on the student's transcript and averaged into the grade point average.
- IP = In progress
- NC = No credit
- NR = Not recorded
- W = Withdrew
- WP = Withdrew passing
- WF = Withdrew failing

Grade Point System

Grade points are determined on the basis of hours passed according to the following scale. The percentage ranges are given as guidelines that the course professor has the freedom to modify.

A+ (99–100) 4.0	C+ (83–85) 2.3
A (96–98) 4.0	C (80–82) 2.0
A– (94–95) 3.7	C– (78–79) 1.7
B+ (91–93) 3.3	D+ (75–77) 1.3
B (88–90) 3.0	D (72–74) 1.0
B– (86–87) 2.7	D– (70–71) 0.7
	F (below 70) 0.0

Minimum Grade Requirement

A minimum grade of B– (86 percent) must be received in every course credited toward graduation and also on the doctoral dissertation. No course in the doctoral program may be retaken except a required course that has been failed.

Grade Reports

Students receive a grade report from the Registrar's office after each semester. Individual professors may also notify students of their course grades at the end of each semester.

Dispute of Grade

If a student thinks that the final semester grade in a given course is not equitable, he or she should discuss the matter with the professor of the course. If not satisfied, the student may then file a written appeal with the director of PhD studies, who will confer with the professor involved and seek a satisfactory resolution to the problem. If the problem cannot be resolved in this manner, the director of PhD studies will present the matter to the PhD Studies Committee for a decision. If the student is unsatisfied with this decision, he or she may appeal to the academic dean, whose decision will be final.

No grade will be changed after one year has elapsed from the end of the semester or summer term in which the grade was recorded.

INCOMPLETE COURSES

The seminary does not permit course extensions except in unforeseen, extenuating circumstances. All courses should be completed within the semester in which they are taken.

Requests for course extensions must be made in writing to the PhD Studies office before the end of the semester. Course

extensions (including independent studies) in the PhD program must normally be completed within a maximum of thirty days. An extension beyond thirty days requires an additional request and approval of the PhD Studies Committee. A \$20 fee is charged for each course extension.

INDEPENDENT STUDY COURSES

An independent study course may be taken in original research in a particular department under the guidance of a professor. A student may not receive credit for more than eight semester hours of independent study without departmental recommendation and approval of the PhD Studies Committee.

Procedure

Registration for independent study courses must be completed before the beginning of the semester or summer term. Students must return the independent study approval form to the Registrar's office, with the signed approval of the supervising professor and the department chair, before registration closes.

A course cannot be taken by independent study during the same year that it is offered as a regular course in a fall or spring semester.

General Requirements

The following general requirements normally apply to independent study courses at the doctoral level.

For one hour of credit students must complete approximately 80 hours of research, including preparation of a research project.

For two hours of credit students must complete approximately 160 hours of research, including preparation of a research project.

For three hours of credit students must complete approximately 240 hours of research, including preparation of a research project.

For four hours of credit students must complete approximately 320 hours of research, including preparation of a research project.

Normally a paper of suitable substance, style, and length for submission to a professional, peer-reviewed journal is required. The stipulated hours are the cumulative total for research time and writing process.

Completion Requirement

The completion of independent study courses must conform to the rules stated above under "Incomplete Courses." Exceptions to this requirement will be made only for extenuating circumstances and must have the approval of the supervising professor and the PhD Studies Committee.

GRADUATION REQUIREMENTS

A degree candidate in the PhD program must have qualified for Stage 2 in the program and must have completed thirty-five semester hours of course work by the end of Stage 2. He or she must also have a 3.2 minimum grade point average in all course work, must have satisfactorily completed the dissertation along with any other requirements that may have been assigned, and must have paid the graduation fee. (See the section on financial information in the current seminary catalog.)

In order to participate in commencement exercises PhD candidates must have satisfactorily completed all degree requirements. Candidates whose degree is conferred in August or December are eligible to participate in commencement exercises the following May.

The completion of academic requirements does not automatically qualify the student for the degree. He or she must show evidence to the satisfaction of the faculty of proven Christian character, ability and acceptability for Christian ministry, and must affirm adherence to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

The degree will not be awarded, transcripts issued, or placement assistance provided unless all financial obligations to the seminary and/or the student loan program are paid in full or the payments are current.

STUDENT RECORDS

Privacy is maintained with respect to student records. Unless a student gives written permission, access to these

records is limited to seminary faculty and administrative staff on a need-to-know basis.

Unless a student directs otherwise in writing, transcripts may be released without the student's consent to other educational institutions to which a student may be applying. Students may review their educational records in accordance with the seminary's disclosure policy. In general, the seminary retains only those records necessary for substantiating the academic history of the student. In some cases, a formal report of disciplinary action becomes part of the permanent record.

The seminary complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Students who believe they have been treated unfairly in relation to their student records may file a complaint with the Secretary of Education concerning alleged violations of FERPA by the seminary or its personnel.





Business Information

TUITION AND FEES

Students should consult the section on financial information in the current seminary catalog for information on fees. Students must pay all charges in full for each semester by that semester's designated payment deadline. Students may contact the Financial Aid office for information on scholarships and/or loan programs that are available for both the fall and spring semesters.

TMS PAYMENT PLAN

Dallas Theological Seminary wants to help students budget for the cost of their education, limit borrowing, and conserve savings by offering them an interest-free monthly payment option. This special option allows students to spread educational expenses over the academic year in equal, interest-free monthly payments. Tuition Management Systems (TMS) administers the interest-free monthly payment option for Dallas Theological Seminary. The maximum enrollment fee is \$45 for a three-month plan (summer), \$45 for a four-month plan, \$45 for a five-month plan, or \$65 for a ten-month plan (fees subject to change).

Students can use this program to pay for tuition and fees. During the fall registration period, students may select a payment plan for either a five- or ten-month period. Students should estimate expenses for the entire year (all semesters) when calculating a ten-month payment plan. Registration for TMS must take place prior to the payment deadlines of the semesters. A student is not considered registered with TMS until the enrollment fee is paid in full. The first monthly payment for the fall is due August 1. For those who take out a plan in the spring, the first monthly payment is due on January 1. All subsequent payments are due on the first of each month. Accounts are considered past due ten days after that date. In addition to the monthly payment, a late fee of \$25 will be assessed.

If for any reason a student is delinquent on any payment of the TMS payment plan, a hold will be placed on the student's account and further action may result if the student continues to be delinquent. Students with a record of multiple delinquencies on previous plans should contact the seminary bursar to determine if they are eligible to participate in the TMS program.

GENERAL DEPOSIT

A general deposit of \$175 is paid by each student before enrollment. This deposit will be retained as a registration deposit throughout the student's period of study

at Dallas Theological Seminary and, unless forfeited, will become the payment of the graduation fee for students completing a degree program. Nongraduating students who withdraw from the seminary (including those obtaining an approved leave of absence) will forfeit this deposit.

CONTINUATION FEE

Students who are unable to complete the dissertation within the one year allotted for the three-hour dissertation course will be required to register for a one-hour dissertation continuation course each fall and spring semester until they graduate. Full tuition will be paid for the continuation course. The general fee and technology fee will also be charged.

REFUNDS

Whether the student is withdrawing from seminary or dropping one or more courses for the fall or spring semester, fifteen-week courses dropped before designated deadlines receive the refunds indicated in the following schedule.

If the course is dropped before Monday of the second week of the semester, the refund is 100 percent. If the course is dropped before Monday of the fourth week, the refund is 75 percent. If the course is dropped before Monday of the sixth week of the semester, the refund is 50 percent. If the course is dropped after the beginning of the sixth week, there is no refund.

For Summer School tuition refunds, see the Summer School section of the current student handbook.

GENERAL FEE

A nonrefundable general fee is charged each semester. This fee includes a subscription to *Bibliotheca Sacra*, library usage fee, Student Council allotment, parking sticker, and certain other benefits.

FILING FEE

A filing fee must be paid at the time the completed dissertation is submitted. Students who desire additional bound copies of their dissertation must provide copies for binding at the time of submission. An additional fee will be charged for binding personal copies and is payable at the time the student files the final draft.

GRADUATION FEE

The graduation fee will have already been paid by the student in the form of the General Deposit (see above), unless this deposit was forfeited according to the policies stated in this handbook.

HEALTH INSURANCE

All full-time students enrolled in a degree or certificate program at the seminary are required to carry health insurance that meets the Affordable Care Act for themselves and their immediate family members. For this purpose full-time students are those who carry nine or more semester hours in a master's program or six or more semester hours in a doctoral program. DTS currently offers a Student Health Insurance Plan that complies with the requirements of the Affordable Care Act.

Students enrolled in six to eight hours at the master's level and three to five hours at the doctoral level are eligible for the DTS health insurance plan. All international students must carry health insurance.

Eligible students will receive information packets in the mail every summer. Plan and enrollment information is also available through CampusNet or by contacting the Human Resources office at DTS.

FOREIGN CURRENCY

The seminary does not accept checks or currency from foreign countries. Such funds should be converted to United States currency at a bank.



Residential Information

GENERAL POLICIES

The following general policies apply to student housing on campus.

LENGTH OF LEASE

PhD students may live in campus housing for a total of not more than six standard lease terms while pursuing PhD studies, including any leaves of absence.

HOLDING FEE

A nonrefundable holding fee equal to half the security deposit is required to reserve a room in a Dallas Theological Seminary residence hall. This fee is applied towards the deposit.

SECURITY DEPOSIT

A security deposit equal to one month's rent is required to obtain an apartment. The holding fee (which is half the security deposit and due within seven days of accepting the apartment) will be applied to the security deposit. The balance will be collected upon move in. The security deposit will be refunded upon move out, less any damage or unpaid fees. In cases of cancelled enrollment or withdrawal, the security deposit will be forfeited. The security deposit will not be refunded until all rent and fees have been paid.

KEYS

An electronic fob and a room key are issued to each residential student. Students who fail to return their keys to the Leasing and Relocation Services office when they terminate their use of seminary apartments will be charged a replacement fee per key. Students are not permitted to make duplicates of any seminary key. All keys must be cleared through the Leasing and Relocation Services office, and in no case is a student to deliver keys directly to the new occupant of a given apartment.

WAITING LIST

The waiting list is consistently long. Newly admitted students should therefore not depend solely upon occupying a campus apartment during their first year at seminary and should explore off-campus options for backup living arrangements. Information about off-campus opportunities is available in the Leasing and Relocation Services office.

LAUNDRY FACILITIES

Laundry facilities are located on each floor in the apartment buildings.

PARKING

One assigned parking space is allotted per bedroom. One-bedroom apartments are allotted only one parking space because the study does not count as a bedroom even though it can be used as one. Two-bedroom apartments are allotted two parking spaces.

WASHINGTON HALL

Washington Hall is a gated community with electronic entry to both the building and parking lot. This seven-story complex contains eighty-nine units of twenty-two one-bedroom and sixty-seven two-bedroom apartments. All apartments are located along interior corridors.

DESCRIPTION OF FACILITY

Furnishings in Washington Hall include refrigerators, stoves, dishwashers, garbage disposals, and walk-in closets. There are small lounges on each floor, a computer

center, meeting rooms, game and movie rooms, music practice rooms, rooftop atrium, outdoor gas grill, swimming pool, and a multipurpose room which can facilitate half-court basketball and volleyball.

The one-bedroom apartments are 535 square feet and the two-bedroom apartments are 775 square feet, both with the following dimensions:

- living/dining room/kitchen—21' x 12'
- bedroom—10' x 11' with a walk-in closet

TERMS AND CONDITIONS

The Washington Hall complex is for single students without children. All residents must be Dallas Theological Seminary students taking a minimum of six credit hours per semester (not required in summer) or PhD students making reasonable progress in their studies. The lease period is for twelve months and eligible students may renew annually in May. Specific amendments are available for those graduating in August or in December. The only pets allowed are birds and fish.



SWISS TOWER

Swiss Tower is a gated community with electronic entry to both the building and the parking lot. This ten-story complex contains 159 units of 139 one-bedroom and twenty two-bedroom apartments. All apartments are located along interior corridors.

DESCRIPTION OF FACILITY

Furnishings in Swiss Tower include refrigerators, stoves, dishwashers, built-in bookshelves, and linen and coat closets. There is a community room and children's playroom located on the first floor as well as a courtyard with porch, lawn area, gas grills, adult swimming pool, and fenced wading pool.

The one-bedroom apartments are 781 square feet with the following dimensions:

- living/dining room—11'6" x 16'8"
- bedroom—11' x 12' with a walk-in closet
- study—9' x 11'9", which is large enough to be a child's room

The two-bedroom apartments do not have a study and are 942 square feet with the following dimensions:

- living/dining room—12' x 16'4"
- first bedroom—11' x 12' with a walk-in closet
- second bedroom—11'8" x 11' with a wide closet

TERMS AND CONDITIONS

The Swiss Tower complex is for married students, with or without small children, or a single parent with a small child. All residents must be Dallas Theological Seminary students taking a minimum of six credit hours per semester (not required in summer) or PhD students making reasonable progress in their studies. The lease period is for twelve months and is renewable annually in May. Specific amendments are available for those graduating in August or in December.



SWISS TOWER



WASHINGTON HALL

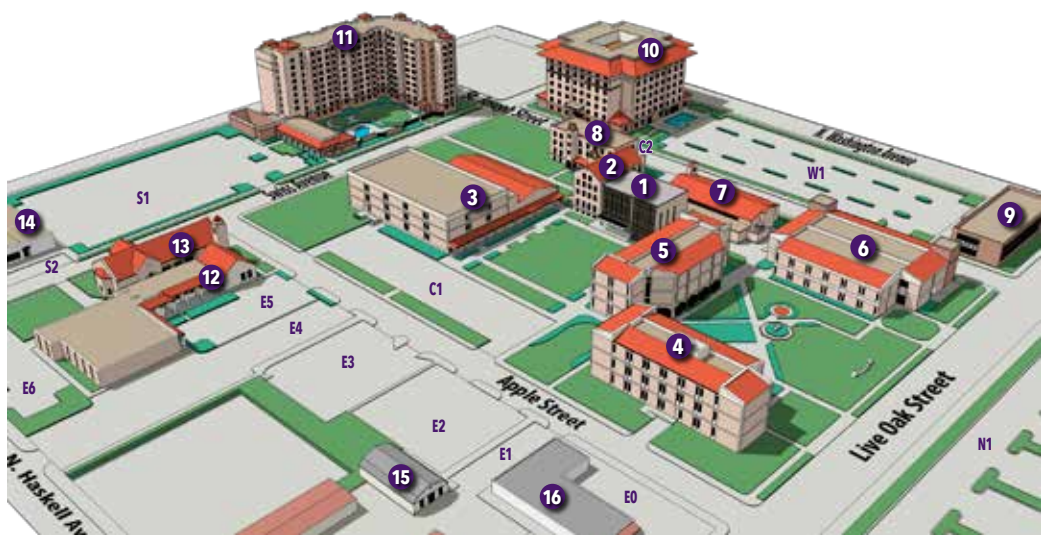




Supplementary Information

PhD Studies Committee, pictured left to right: Joseph D. Fantin, coordinator for New Testament Studies; Glenn R. Kreider, coordinator for Theological Studies; Abraham Kuruvilla, coordinator for Pastoral Ministries; Richard A. Taylor, director of PhD Studies; Ronald B. Allen, coordinator for Bible Exposition; Dorian G. Coover-Cox, coordinator for Old Testament Studies

CAMPUS MAP



1 HORNER ADMINISTRATION BUILDING

Business Office
 Campus Operations
Campus Police (214-887-5590)
 Dallas Seminary Foundation
 President's Office
 Welcome Center

2 DAVIDSON HALL

Advancement Office
 Dr. William B. Dean Center for Distance Education
 and Global Outreach
 Dr. William B. Dean Conference Center
 Media Production

3 TURPIN/MOSHER LIBRARIES-3

F. Frederick & Mary Della Moss Archives &
 Special Collections
 Student Media Center

4 WALVOORD STUDENT CENTER-4

Advising Center
 Agape Project
 Cashier
 Chinese Studies
 Collins Lounge-Miller Prayer Chapel (temporary)
 Doctor of Educational Ministry
 Doctor of Ministry
DTS en Español
 Mabee Lounge
 Student Life
 World Missions & Intercultural Studies

5 TODD ACADEMIC CENTER-5

Academic Dean
 Bible Exposition
Bibliotheca Sacra
 Doctor of Philosophy
 Logos Bible Software Representative
 Media Arts & Worship
 Media Support
 New Testament
 Old Testament
 Pastoral Ministries
 Recording Studio
 Theological Studies

6 CAMPBELL ACADEMIC CENTER

Chapel
 Lamb Auditorium

7 CHAFER CHAPEL

(closed)

8 STEARNS HALL-8

Admissions
 Alumni & Career Services
 Communications
DTS Magazine
 Financial Aid
 Human Resources
 Institutional Research and Effectiveness
 Registrar

9 HENDRICKS CENTER

Administrative Technology
 Biblical Counseling
 Howard G. Hendricks Center for Christian
 Leadership & Cultural Engagement
 Information Technology
 Lay Institute
 Online & Distance Education

10 WASHINGTON HALL APARTMENTS-10

Leasing and Relocation Office

11 SWISS TOWER APARTMENTS-11

12 MITCHELL MINISTRIES CENTER-12

Hope Café/Dining Commons

13 BOOK CENTER

14 DISTRIBUTION CENTER

Copy Center
 Luke's Ministries
 Mail Services/Post Office

15 FACILITIES & PLANT OPERATIONS

Event Services

16 FACULTY ANNEX BUILDING-16

Educational Ministries & Leadership

Parking

Handicap/Visitor	C1
Alumni Visitor	C2
Handicap/Contractor/Vendor	E1
Visitor	E5
DTS Women only	E2, E3
Student/Faculty/Staff	E4, E6, N1
Faculty/Staff (Student after 4 PM only)	E0
Faculty/Staff (Female student after 4 PM only)	E4
Business/Staff	S2, S3
Resident	S1, W1

CHECKLIST

Admission Process

- Application form along with supporting materials (by January 1 or September 1) (Stage 1 & Stage 2)
- Personality Inventory (Stage 1 & Stage 2)
- Interview with departmental coordinator (Stage 1 & Stage 2)
- Interview with director of PhD Studies (Stage 1 & Stage 2)
- Approval by PhD Studies Committee (Stage 1)
- Preliminary approval by PhD Studies Committee (Stage 2)
- Written qualifying examination, by third Monday of February or October (Stage 2)
- Oral qualifying examination, by third Monday of March or November (Stage 2)
- Final approval by PhD Studies Committee (Stage 2)

Phase of Course Work

- Completion of Stage 1 (if necessary)
- Completion of Stage 2 course requirements
- First modern language examination (must be passed before the third semester of Stage 2 course work)
 - French
 - German
- Second modern language examination (must be passed before the fifth semester of Stage 2 course work)
 - French
 - German
- Phase 1 approval of dissertation topic (at least three weeks prior to the completion of twelve semester hours)
- Phase 2 approval of dissertation title, précis, and statement of original contribution, along with library and department approvals (at least three weeks prior to the completion of twenty-four semester hours)
- Phase 3 approval of dissertation title, thesis statement, précis, statement of original contribution, and evaluation of relevant studies (at least three weeks prior to the completion of thirty-two semester hours)

Comprehensive Examinations

- Notification of intention to take the written comprehensive examinations (at least two weeks in advance)
- Written comprehensive examinations (within fifteen consecutive calendar days between September 1 and March 15)
- Oral comprehensive examination (within fifteen calendar days after written examinations have been graded)
- Application for admission to candidacy



Dissertation

All submissions of dissertation material must be registered with the PhD Studies office. The dates within the following parentheses indicate the deadlines for submissions in relation to graduation. The first date is for May graduation, the second is for August graduation, and the third is for December graduation.

- Registration for dissertation course
- Submission of syllabus
- Meeting with dissertation committee
- Submission of first two chapters (by September 15, January 1, or May 1)
- Submission of entire first draft (by December 1, March 15, or July 15)
- Oral defense of dissertation (by February 15, May 30, or September 30)
- Submission of preliminary final draft (by March 15, July 1, or November 1)
- Submission of final draft (by April 15, August 1, or December 1) and payment of filing fee in the PhD Studies office
- Publication of dissertation (through University Microfilms International)



Teach Truth. Love Well.



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