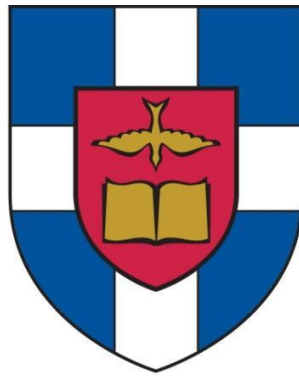


Professional Doctoral Student Manual



THE
SOUTHERN BAPTIST
THEOLOGICAL SEMINARY

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1. INTRODUCTION

1.1. Disclaimer

The *Professional Doctoral Student Manual* (“Student Manual”) serves only as a guide and in no way functions as a contract. The Professional Doctoral student acknowledges that the requirements for the program and the evaluations of the student’s work lie solely with The Southern Baptist Theological Seminary and its personnel. Moreover, the *Student Manual* is subject to periodic revision. A current copy of the *Student Manual* is available at <http://www.sbts.edu/doctors/dmin/pds-student-resources/>.

1.2. Accreditation

The Southern Baptist Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master, and doctoral degrees. The seminary is also accredited by the Association of Theological Schools in the United States and Canada and is an accredited institutional member of the National Association of Schools of Music.

1.3. Overview of D.Min. and D.Ed.Min. Programs

The Doctor of Ministry (D.Min.) and Doctor of Educational Ministry (D.Ed.Min.) programs are advanced professional doctoral degrees in ministry. The purpose of the program is to equip persons who are committed to a Christian vocation for a high level of excellence in the practice of ministry.

The distinctive features of the D.Min. and D.Ed.Min. programs include:

- Participation in interdisciplinary academic seminars
- Practical application of classroom learning to the student’s ministry setting
- A written research project or thesis that is related to the student’s ministry setting
- An oral defense of the written project or thesis

2. ADMISSION TO THE D.MIN./D.ED.MIN. PROGRAMS

Applicants to the D.Min./D.Ed.Min. programs will be evaluated in light of their academic record, performance on entrance examinations, personal aptitude, and motivation for doctoral study.

2.1. Admission Prerequisites for D.Min./D.Ed.Min. programs

Billy Graham School

- A 48 hour Master of Arts in Christian Education (MACE) degree or its equivalent from a regionally accredited institution. The program of study must include equivalent courses in the basic biblical and theological studies disciplines.

This includes D.Ed.Min. degrees in all concentrations and D.Min. degrees in the following concentrations: Biblical Counseling, Black Church Leadership, Church Revitalization, Christian Worship, Discipleship and Christian Education, Family Ministry, Global Missions, Leadership, and Urban Ministry.

The D.Min. and D.Ed.Min in Biblical Counseling requires a regionally-accredited master's degree (M.Div., MACE., or M.A.) totaling no fewer than 48 hours, with at least twelve hours in biblical or theological studies, at least nine hours in leadership, administration, education, or ministry studies, and at least three hours in counseling, with a GPA of at least a B (3.0).

School of Theology

- A 48 hour Master of Arts in Christian Education (MACE) degree or its equivalent from a regionally accredited institution. The program of study must include equivalent courses in the basic biblical and theological studies disciplines.

This includes D.Min. degrees in the following concentrations: Applied Theology, Biblical Spirituality, and Christian Apologetics.

- For the following concentrations, a 72 hour Master of Divinity (M.Div.) degree is required (or its equivalent from a regionally accredited institution which includes the study of both Hebrew and Greek as well as equivalent courses in the basic biblical and theological studies disciplines):
 - Biblical Theology
 - Expository Preaching
 - New Testament Exposition
 - Old Testament Exposition

Both programs

- A minimum master's level cumulative grade point average of "B" (3.0 on a 4.0 scale).

- Applicants with a cumulative GPA just below 3.0 may be admitted provisionally if they achieve acceptable scores on all other application requirements. Any student admitted provisionally whose work is not doctoral level during the first seminar and contextualized writing seminars will not be permitted to continue in the program.
- Students possessing a regionally-accredited master's degree totaling fewer than 48 hours may be provisionally admitted based on the anticipated completion of assigned masters-leveling work in order to meet the admissions requirements for their degree. In such cases, students should not begin their program with more than six masters-leveling hours remaining and should complete their leveling coursework by the end of their first year in the program.

2.2. Application Requirements

- Completion of the Application for General Admission to Southern Seminary.
- Submission of a Ministry Field Essay in response to a case calling for the application of biblical and theological insights into a ministry situation.
- Submission of a Ministry Resume outlining the applicant's present and past ministry experience, including dates, positions held, and whether the role was full or part-time.
- A personal interview with the Director of Professional Doctoral Studies or a designated representative may be requested in order to provide insight into the applicant's motivation for pursuing the degree and the applicant's professional goals.
- Applicants for whom English is not their native language must submit a TOEFL score of 90 (internet-based) or 233 (computer-based) when applying for English-language programs. International applicants considering the programs should contact International Student Services to discuss the program's special visa requirements.

2.3. Admission Deadlines

Winter term matriculation: October 15

Summer term matriculation: March 15

2.4. Initial Fee Due Dates

An initial \$1,000 deposit will be due on the 15th of the month prior to your first seminar.

Payments can be made through your my.sbts.edu account.

The remainder of the program fee is paid on a monthly payment plan for 36 months. The first monthly payment will be posted during the month of your first seminar (July or January).

Please see the program Fee Statement for additional details.

3. PROGRAM STRUCTURE

3.1. D.Min. Program

	Online	Credits
Introduction to Doctoral Research & Writing	•	1
4 Foundational Seminars		16
4 Contextualized Writing Seminars	•	8
Project Methodology		1
2 Ministry Research Project & Writing Seminars	•	6
Total D.Min. hours		32

3.2. D.Ed.Min. Program

	Online	Credits
Introduction to Doctoral Research & Writing	•	1
4 Foundational Seminars		16
4 Contextualized Writing Seminars	•	8
2 Educational Seminars	•	12
Project Methodology		1
2 Ministry Research Project & Writing Seminars	•	8
Total D.Ed.Min. hours		46

3.3. Description of Seminars

Introduction to Doctoral Research and Writing (80610) is an online orientation taken prior to the first foundational seminar. This course provides an overview of doctoral level writing skills, Southern Seminary style requirements, and library resources and research methods.

The Foundational Seminars vary by concentration and may not be taken concurrently. The seminars meet for four days in January and July. Each seminar requires a significant amount of preparation, including reading (an average of 2,500 pages) and written assignments.

Project Methodology (80600) is a five day course that allows students to work with a coach to develop their ministry research project or thesis proposal for approval.

Contextualized Writing Seminars (80710) allow students to work toward the completion of their project or thesis in a timely manner. Students write and receive approval for chapters 1-3 by the time the four seminars are completed.

Students will enroll in Ministry Research Project and Writing both semesters in year 3, upon completion of the 4 Contextualized Writing Seminars. This is when students will write chapters 4 and 5. (D.Min. Students register for 80700; D.Ed.Min. Students for 80853).

The two educational seminars are offered online during the fall and spring semesters and can be completed at any time in the program. (80950: Applied Empirical Research, 80960: Foundations of Teaching)

4. PROGRAM CONCENTRATIONS

Applicants must declare their intended concentration at the time of application. Students who desire to change their concentration must contact the Office of Professional Doctoral Studies.

	D.Min.	D.Ed.Min.
Applied Theology*	•	•
Biblical Counseling*	•	•
Biblical Spirituality	•	•
Biblical Theology	•	
Black Church Leadership	•	•
Christian Apologetics	•	•
Christian Ministry*	•	•
Christian Worship	•	•
Church Revitalization	•	•
Discipleship & Christian Education	•	•
Expository Preaching	•	
Family Ministry	•	•
Global Missions*	•	•
Leadership	•	•
New Testament Exposition	•	
Old Testament Exposition	•	
Urban Ministry	•	•

**Denotes degrees that are available completely online*

4.1. The School of Theology offers the following Professional Doctoral Studies concentrations:

Applied Theology is designed to focus on theological issues as they relate to the church. Seminars will focus on ecclesiology, historical theology as it relates to the church, and practical theology and application. This concentration is offered in both residential and online formats.

Biblical Spirituality is designed to equip pastors and other ministry leaders in the theology and practice of biblical spirituality. The program of study emphasizes biblical spirituality in both its personal and interpersonal expressions, and examines this from both an historical and contemporary perspective.

Biblical Theology is designed to equip pastors and ministry leaders to understand the Bible in accordance with the intentions of its Spirit-inspired human authors. The program of study aims to strengthen the student's skill in the biblical languages as well as aid in putting the whole Bible together as one cohesive story.

Christian Apologetics is vital for the task of relating the truth of Scripture to an ever-changing culture and engaging the world with the veracity of God's word. The program will further equip pastors and leaders to rightly handle God's word, train men and women to engage the culture, and lead in the local church with the truth of God's word as it relates to contemporary issues in ethics, scientific and historical debate, and issues of religion and faith in the public square.

Expository Preaching is designed to equip pastors and other church leaders in the skills of sermon preparation and public exposition of Scripture. This program of study will meet the needs of those persons who want to engage in the classical disciplines of biblical interpretation, theological reflection, and sermon preparation.

New Testament Exposition is designed to provide students with a high level of engagement with the New Testament while maintaining a focus on local church ministry. Seminars will include topics such as Greek grammar and linguistics, theology and history of the Gospels, New Testament ethics, contemporary debates in Pauline theology, and leadership and church practice in the New Testament. The concentration in New Testament Exposition will further equip pastors and leaders to rightly handle God's word in various ministry contexts, and encourage leaders in the local church with the truth of God's word as it relates to the exegesis and theology of the New Testament.

Old Testament Exposition is designed to equip pastors toward faithful preaching and teaching by focusing on particular language and exegetical skills related to the study of the Old Testament, with a special emphasis on application in the local church.

4.2. The Billy Graham School of Missions, Evangelism and Ministry offers the following Professional Doctoral Studies Concentrations:

Biblical Counseling is designed to equip ministry professionals for leadership in ministering and counseling from a biblical foundation. Specifically, the degree is designed for congregational ministers and others who serve in counseling roles.

Black Church Leadership is designed primarily to equip ministers who serve African-Americans and other racial minorities. The program of study emphasizes meeting needs through urban community ministries and focuses upon the unique concerns relative to ministering to people of color.

Christian Ministry is designed to provide students with an opportunity to customize a doctoral education towards sharpening specific ministry skills in key areas. The concentration in Christian Ministry will further equip pastors and leaders to engage in various ministry contexts, and encourage leaders in the local church to gain a more firm grasp on the tools of ministry necessary for the 21st century.

The D.Min. in Christian Ministry is also available in Spanish through our Hispanic Studies program

Christian Worship is designed to train worship leaders to think biblically and theologically, as well as plan worship with a biblical, theological and historical perspective. Through this program, students will gain an increased capacity to lead in and through their worship ministry.

Church Revitalization is designed to equip pastors and other church leaders with the training needed to revitalize established churches. The program is founded upon the belief that the revitalization of a local church happens through people who have a biblical vision of a healthy church.

Discipleship and Christian Education is designed for Christian educators and those leading ministries to children, youth, students, adults, and women. In this interdisciplinary program, students will consider effective pedagogical and discipleship strategies in light of various contemporary issues.

Family Ministry is designed to equip leaders to develop a biblically and theologically grounded family ministry in the local church. Students will be equipped to think theologically about Christian formation and discipleship in family perspective.

Global Missions is designed to equip ministers with a high level of excellence in global missions and missions leadership. This program was created with the needs of North American and international missionaries, associational directors of missions, and state convention missions workers in mind. This concentration is offered in both residential and online formats.

Leadership is designed to help local church ministers to develop excellence in leadership within their context. In this program students will spend time examining biblical and contemporary models of leadership as they relate to church administration, leading volunteers, and assessing ministry effectiveness at the local church level.

Urban Ministry is designed to equip individuals who feel called to the unique work of revitalizing and planting new churches in an urban context.

Current courses required for each Doctor of Ministry or Doctor of Educational Ministry concentration are listed in the current Southern Seminary catalog at

<http://www.sbts.edu/admissions/catalogs-and-forms/>.

Students are expected to be familiar with the requirements for their particular degree program.

5. SEMINARS BY CONCENTRATION

Applied Theology

80471: Biblical Theology in the Local Church
80473: Historical Theology in the Local Church
80474: Practical Theology in the Local Church
80472: Ecclesiology

Biblical Counseling

80551: Biblical Counseling and Peacemaking in the Church
80553: Theological Process in Biblical Counseling
80554: Marriage and Family Counseling
80552: Biblical Counseling Methodology and Skills

Biblical Spirituality

80914: Spiritual Awakening and Revivals
80911: Biblical Spirituality in the Minister's Life
80912: Classics of Christian Spirituality
80913: Biblical Spirituality in the Local Church

Biblical Theology

80230: Old Testament Theology
80231: New Testament Theology
80232: The Use of the Old Testament in the Old Testament
80233: The Use of the Old Testament in the New Testament
80115: Greek Review
80110: Hebrew Review

Black Church Leadership

80413: Black Church Ministry in the Community
80411: Historical Perspectives on the Black Church and Urban Ministry
80809: Leadership in the Local Church
80414: Ministry Transitions for the Black Church

Christian Apologetics

80343: Contemporary Perspectives on the Canon and the Resurrection
80341: Contemporary Issues in Ethics
80342: Contemporary Issues in Apologetics
80344: Christian Apologetics in Cultural Context

Christian Ministry

Students will choose four seminars in the following areas (no more than two seminars from one concentration may be selected):

Applied Theology; Biblical Counseling; Biblical Spirituality; Black Church Leadership; Christian Apologetics, Christian Worship; Church Revitalization; Discipleship & Christian Education; Family Ministry; Global Missions; Leadership; Urban Ministry.

Courses in Biblical Theology, Expository Preaching, New Testament Theology, and Old Testament Theology require special permission and students must have the proper prerequisites.

*Students seeking this degree *online* will choose seminars in Applied Theology, Global Missions, and Biblical Counseling.

Christian Worship

80842: Planning and Leading Christian Worship
80843: Arts and Culture in Christian Worship
80809: Leadership in the Local Church
80841: Theology and History of Christian Worship

Church Revitalization

80914: Spiritual Awakening and Revivals
80533: Principles and Practice in Church Revitalization
80809: Leadership in the Local Church
80532: Biblical and Theological Issues in Church Revitalization

Discipleship and Christian Education

80803: Biblical and Contemporary Models of Christian Leadership
80341: Contemporary Issues in Ethics
80801: Theological and Philosophical Issues in Educational Discipleship
80810: Christian Education and Pedagogy

Expository Preaching

80301: Historical and Theological Foundations for Expository Preaching
80316: Hermeneutics
80317: Sermon Development and Delivery
80318: Expository Preaching and the Local Church

Family Ministry

80824: Models and Issues in Family Ministry
80341: Contemporary Issues in Ethics
80554: Marriage and Family Counseling
80821: Christian Formation of Children and Adolescents OR
80801 Theological and Philosophical Issues in Educational Discipleship

Global Missions

80616: Current Issues in Church Planting
80612: Cross-Cultural Leadership
80615: Current Issues in Global Missions
80611: Biblical and Theological Issues in Missions

Leadership

80803: Biblical and Contemporary Models of Christian Leadership
80612: Cross-Cultural Leadership
80809: Leadership in the Local Church
80874: Leadership in the Non-Profit Sector (*or 80472*)
80472: Ecclesiology (*or 80874*)

New Testament Exposition

80352: Theology and Interpretation of the Gospels
80316: Hermeneutics
80354: Johannine Theology
80353: Theology and Interpretation of Pauline Epistles

Old Testament Exposition

80230: Old Testament Theology
80316: Hermeneutics
80232: The Use of the Old Testament in the Old Testament
80233: The Use of the Old Testament in the New Testament

Urban Ministry

80411: Historical Perspectives on the Black Church and Urban Ministry
80809: Leadership in the Local Church
80414: Ministry Transitions for the Black Church (*or 80344*)
80344: Christian Apologetics in Cultural Context (*or 80414*)
80532: Biblical and Theological Issues in Church Revitalization

6. THE MINISTRY RESEARCH PROJECT

6.1. The Ministry Research Project

The D.Min. and D.Ed.Min. program requires the development and implementation of a ministry research project. This element of the program is intended to help the student apply skills acquired in a way that grounds ministry in sound biblical-theological principles. As the culmination of the Professional Doctoral program of study, the project should demonstrate the student's ability to relate professional knowledge—documented in research—to a particular situation, problem, challenge, or need in the student's area of ministry. It should demonstrate the student's writing ability to communicate clearly and effectively. The ministry research project should ultimately be both a means of ministry and an experience of growth and development for the student.

The guidelines and processes for the Ministry Research Project are described in detail in the *Professional Doctoral Studies Writing Manual*, available online on the PDS Student Resources webpage (<http://www.sbts.edu/doctoral/dmin/pds-student-resources/>).

6.2. Research Thesis

The PDS Research Thesis is an option for Professional Doctoral students with exceptional writing and research skills. Students must apply for permission to present a PDS Research Thesis in place of the Ministry Research Project during the first semester of 80710 Contextualized Writing Seminar.

The *PDS Research Thesis Request* includes:

- 1) Completed *PDS Research Thesis Request Form* (see appendix 1 <http://www.sbts.edu/doctoral/dmin/pds-student-resources/writing-resources/>).
- 2) A 10-15 page sample research paper including footnotes and a bibliography. This should be an exemplary paper that displays evidence of the following: (1) a clear thesis statement supported throughout the paper; (2) exceptional writing; and (3) superb research skills.

(Note: This research paper is for the purpose of demonstrating strong research and writing skills. It is not part of your thesis writing and can therefore be a paper written during your master's level work.)
- 3) A 3-4 page Outline for PDS Research Thesis Proposal (download template at <https://www.sbts.edu/doctoral/dmin/pds-student-resources/writing-resources/>). The proposal outline includes the following material: 1) working title, 2) reason for study,

3) observations from primary and secondary sources, 4) statement of the problem, 5) thesis statement, 6) methodology, 7) working bibliography, and 8) chapter outline. (Note: this is not your thesis proposal, rather an outline. You will submit a complete proposal after your Project/Thesis Methodology course.)

The Office of Professional Doctoral Studies and an SBTS faculty member from the student's area of study will review the submitted thesis request. Following their review, the Professional Doctoral Studies Office will inform the student whether the thesis request has been approved or denied.

The submission and approval of these documents does not constitute approval of a Research Thesis Proposal. Approval of the Thesis Request permits the student to write and submit a Research Thesis Proposal in coordination with participation in the appropriate 80600: Project/Thesis Methodology course.

7. GRADUATION REQUIREMENTS

The completion of the Professional Doctoral Degree requires the successful defense of the written project through an oral examination. Details regarding eligibility to submit a completed project for an oral defense are contained in the *Ministry Research Project Writing Handbook*.

Students planning on graduating must complete a graduation application on my.sbts.edu while registering for their last semester. Students should follow guidelines from Academic Records and other seminary offices related to graduation.

7.1. Graduation Deadlines

	December Graduation	May Graduation
Defense Draft	Sept. 1	Feb. 1
Graduation Application	Sept. 15	Feb. 15
Oral Hearing	Nov. 1	April 1
Proquest UMI Submission	Dec. 1	May 1

7.2. Defense Draft

Fully approved defense drafts of the research project/thesis are due to the Professional Doctoral Studies office by the stated deadline. The student's faculty supervisor must have reviewed every chapter in sequence and granted permission to continue with the oral examination prior to submission of the drafts.

7.3. Oral Hearing

Oral exams must be completed, and any resubmissions required by the Style Reader or the Faculty Supervisor must be submitted by the stated deadline. The date of the oral exam is chosen by the defense committee members in conjunction with the student.

7.4. UMI Submission

A PDF version of the complete project must be uploaded to Proquest UMI. Details about electronic submission, creating PDFs, pricing, and other information are available on the library website: <https://library.sbts.edu/library-services/etds/>.

7.5. The Cooperative Program

The Cooperative Program is a one-time, non-curricular course requirement for all SBTS students, covering Southern Baptist Heritage. Course work is completed online through Canvas and may be completed at any point during the program.

8. ACADEMIC POLICIES

8.1. Registration

Students accepted into the Professional Doctoral Studies program must attend their first seminar no later than one year after the semester of acceptance into the program. All students must register for seminars and Contextualized Writing Seminar *or* the Project Writing course every semester. Any student who fails to register each semester will be subject to the charge of a late registration fee in the amount of \$250. Additionally, failure by the student to register for more than two semesters may result in the formal withdrawal from the institution.

Winter and Spring registration opens: October 1

Summer and Fall registration opens: March 1

8.2. Length of Time Allowed

Students in the program are expected to pursue their degree concurrently with involvement in ministry. Professional Doctoral Studies students should allow three years (six semesters) of study to complete their program. Under no circumstances will a student be allowed to extend the time of completion beyond six years.

Students who take longer than three years (six semesters), will be assessed a continuation fee for *each semester* beyond the allotted time in the program. If a student officially takes time off from the program as outlined in the Interrupted Status policy, that absence does not count against the three years allowed to complete the program, but does count against the total six year limit.

8.3. Minimum Grade Point Average

For each individual component of the program, a student must receive a minimum grade of “B-” (2.7 on a 4.0 scale). If a student receives a grade that is lower than a “B-” on any individual component, that component must be repeated. Furthermore, that student is placed on probation. If a student receives two successive grades that are lower than a “B-,” the student will be terminated from the program.

8.4. Attendance

Attendance is required at every session for the entire duration of these seminars. Absence from any portion of any foundational seminar will necessitate retaking that seminar. Class participation will affect the student’s final grade.

8.5. Assignments

The accelerated plan for foundational seminars and Contextualized Writing seminars mandates that all assignments be completed on time, including reading and book critiques that are to be done before the seminar and any papers that are to be done after the seminar. Faculty will work with students to maintain a submission schedule for all assignments. No grades of “Incomplete” will be given for doctoral work.

8.6. My.sbts.edu, Canvas, and Student Email Accounts

Upon acceptance into the Professional Doctoral Studies program, students will be assigned a students.sbts.edu email address and given a username and passwords for my.sbts.edu and Canvas. Students are expected to regularly check their students.sbts.edu email account, as it is the primary means of communication between the seminary and the student. Students who do not check their students.sbts.edu email account will still be accountable for all information distributed through that means.

8.7. Lodging and Meals Expenses

Program fees do not include costs for lodging and meals. On-campus housing may be available through the Legacy Center or through Student Housing. Please consult the enclosed Departments Quick Reference or the school website for additional information.

8.8. Interruption of Study

Unforeseen circumstances do at times require that students temporarily halt their studies. Any interruptions in study, however, are strongly discouraged for the following reasons. First, students who interrupt their studies must recognize that faculty supervision may be affected by prolonged interruptions. As a result, the student may not be readmitted into the program unless alternate and acceptable departmental supervision can be arranged. Second, programs with a cohort format are disrupted, and progress toward graduation is delayed.

Students who must take off time from the program of study must request Interrupted Status through the Professional Doctoral Office as outlined in the Interrupted Status Policy below.

9. INTERRUPTED STATUS POLICY

9.1. Purpose

The purpose of Interrupted Status (IS) is to allow a Professional Doctoral student in good standing to take a semester away from the normal program requirements and fees due to a particular need. Examples of justified IS needs are family matters, health crises, change in ministry status, or excessive financial strain.

9.2. Policy

A maximum of two IS semesters may be granted to each student during the course of his/her Professional Doctoral program. No more than one IS semester will be granted at a time, and a student must apply separately for a second IS semester. *No IS requests will be granted retroactively.*

The granting of an IS semester counts toward the total number of semesters a student is enrolled in the program and thus towards the six year (twelve semester) maximum length one is allowed to be in the Professional Doctoral program.

The semester of IS will not count against the semesters allowed prior to the Program Continuation Fee (see the current Catalog for fee rates), which is charged following the 6th semester of active enrollment in the Professional Doctoral program.

During the IS, the student is not required to pay tuition, though this time period does *not* reduce the total program tuition fee due by time of graduation. The student's regular billing is put on hold and the student is charged a \$100 IS fee for the semester.

During the IS, the student may not submit work to professors nor expect interaction with his/her professors.

If a student cannot resume studies and tuition payments after the granted IS period then the student must withdraw from the program. If a student in otherwise good standing must withdraw from the program, he or she will be welcome to re-apply for entrance into the program, once the original causes for the IS have been sufficiently resolved, within 2 years (4 semesters) of the initial withdrawal. The re-application procedure is shortened and does not require a new interview or ministry field essay, but it does require confirmation that the IS problems have been resolved.

No coursework credits will be lost if a student in good standing re-enters the program immediately following an IS.

9.3. Procedure

International students residing in the United States on an F1 Visa must contact the Manager for International Services prior to applying for IS. Any time off from the program may affect F1 Visa status.

If the student is in the writing stage of the program, he or she should first consult with his/her supervisor for approval.

To request Interrupted Status, the student must submit the online form Request for Interrupted Status, available on the PDS Resources for Students webpage (<http://www.sbts.edu/doctoral/dmin/pds-student-resources/>) and email the PDS office once it has been submitted. Except in the case of emergencies, any published deadlines for IS applications will be strictly observed.

The Director of the PDS program will review the application and approve or deny. The student will be informed of the decision via email by the PDS office. Upon approval, the student should pay the \$100 IS fee through the Accounting office.

9.4. IS Policy Exceptions: Leave of Absence for Military Active Duty

A student who is a member of the armed forces and whose studies are interrupted by a deployment or call to active duty *must inform Academic Records and the PDS office* of his or her call to active duty and the duration of the call. The student shall then be granted a leave of absence from his or her academic program.

A student who returns to his or her academic program within one year of his or her release from active duty shall be reinstated to the program with no loss of status. This leave of absence does *not* count toward the total number of semesters a student is allowed to be in the program.

A student who fails to return within one year of his or her release from active duty shall be administratively withdrawn and will be required to reapply in order to return to the program. All typical rules governing readmission will apply in this case.

Registration for Interruption of Study

80980A: School of Theology Students

80980B: Billy Graham School Students

10. FINANCIAL INFORMATION

All professional doctoral students pay tuition as a flat program fee established by the seminary administration. This fee covers tuition only and does not include miscellaneous fees acquired during the program such as late registration fees, continued enrollment, and graduation fees. These payments are interest free as long as they are paid on time.

The student is also responsible for all travel, lodging, and food expenses and any printing and binding costs associated with the Ministry Research Project. A student account summary can be accessed at any given time by visiting my.sbts.edu.

The entire program fee must be paid prior to graduation, even if the student completes the program in less than the allotted time.

10.1. Additional Fees

Late Registration Fee	\$250
Fee for Interrupted Status (Continued Enrollment)	\$100/semester
Continuation Fee (past 3 years in program)	\$1000/semester
Graduation Fee	\$200
Initial Style Reading Resubmission Fee	\$100
Defense Draft Resubmission Fee	\$250

10.2. Continuation Fee Waivers

Students who do not complete the doctoral program within three years will be charged a Continuation Fee *each semester* until they graduate.

Students who fail to meet graduation deadlines in a given semester and have completed the program fee payment plan will be eligible to have the \$1000 Continuation Fee waived *for the following semester* if they submit their defense drafts, fully approved by the faculty supervisor, prior to the deadlines below.

May 1—To graduate in December and have the Fall Continuation Fee waived, fully approved defense drafts of the Professional Doctoral project are due in the Professional Doctoral Studies office by May 1. The student's faculty supervisor must have reviewed every chapter in sequence and granted permission to continue with the oral examination prior to submission of the drafts.

December 1—To graduate in May and have the Spring Continuation Fee waived, fully approved defense drafts of the Professional Doctoral project are due in the Professional Doctoral Studies office by December 1. The student's faculty supervisor must have reviewed every chapter in sequence and granted permission to continue with the oral examination prior to submission of the drafts.

11. SOUTHERN SEMINARY DEPARTMENT DIRECTORY

Academic Records can provide assistance with registration and official transcripts.
Norton 153 / 1-800-626-5525 ext. 4209 / academicrecords@sbts.edu

Accounting Services can provide assistance with monthly billing.
Honeycutt / 1-800-626-5525 ext. 4128 / accounting@sbts.edu

Campus Police can provide assistance with printing a Shield Card (student ID).
Honeycutt / 1-800-626-5525 ext. 4444

Campus Technology can provide assistance with SBTS Email and Canvas.
1-800-626-5525 ext. 4006 / campustechnology@sbts.edu

Legacy Hotel

The Legacy Hotel and Conference Center is Southern Seminary's on-campus hotel. Students should request the student rates when making reservations. The Legacy Center can also provide transportation between the airport and the Southern Seminary campus, or simply around town.

1-877-444-SBTS / www.legacyhotellouisville.com

Library Services can provide assistance with accessing library resources.
1-800-626-5525 ext. 4713

Professional Doctoral Studies (PDS) Office

Contact the Professional Doctoral office if you have program related questions. Specific course related questions should be directed to the course professor. Helpful program resources can be accessed at: www.sbts.edu/doctorsal/dmin/pds-student-resources/

Norton Hall 164 / 1-800-626-5525 ext. 4113 / dmin@sbts.edu

Student Success can provide International Student services and Disability services.
Norton 154 / 1-800-626-5525 ext. 4208