Ph.D. Student Manual

2022-2023

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This manual is a digest of current policies and procedures for the PhD program. For the answer to questions not answered in the manual, please contact the Assistant Director of Research Doctoral Studies (502-897-4064; email thmphd@sbts.edu).

Please note that official communication from the Research Doctoral Studies office will normally come via seminary email accounts. Professors and students are responsible for any information or instructions delivered through this means that may be pertinent to their program.

1 PROGRAM OVERVIEW

The Ph.D. program offers concentrations in a variety of research areas. Each degree plan is crafted not only to expose students to advanced scholarship in their field but also to equip them to interact with current trends in their area of study.

With a combination of academic excellence and personal mentoring in an environment of confessional scholarship, Ph.D. students at Southern Seminary are trained to advance Christian scholarship for effective kingdom ministry.

1.1 CURRICULUM OVERVIEW

The Ph.D. program is built on two distinct stages: the Ph.D. student and Ph.D. candidate stages. The Ph.D. student stage comprises coursework, comprehensive examinations, and prospectus approval. The Ph.D. candidate stage comprises dissertation writing and defense. Due to the rigor and structured format of the Ph.D. program, students will also earn a Th.M. degree in a corresponding field upon completing the Ph.D.

Upon admission to the program, students are assigned faculty supervisors, who oversee their progress throughout the program.

The Ph.D. can be earned in several different areas of concentration (major areas), which may have slight variations in requirements. Possible major areas include:

Biblical Counseling*
Biblical Spirituality*
Biblical Studies*
Biblical Theology
Christian Apologetics*
Christian Missions*
Christian Philosophy*
Christian Preaching*
Christian Worship*
Church History & Historical Theology
Ethics and Public Theology*
Evangelism*
Historical and Theological Studies*
Leadership*
New Testament
Old Testament
Philosophy and Theological Studies*
Systematic Theology
World Religions*

*Offered in a modular format.

The Ph.D. program consists of several elements: general education courses (Graduate Research Seminar, Foundations for Theological Study, Course Development & Design, and Higher Education), seminars, colloquia, prospectus development, research languages and/or research methodology, comprehensive exams, prospectus, and dissertation. Per approval, some coursework may be completed through an independent study, either at Southern another approved institution.

During the Ph.D. student stage, most students will take at least 5 seminars in their major and will have 3 "flex" seminars that may be completed in any area. Some concentrations, such as biblical studies, historical and theological studies, and philosophy and theological studies, will require 4 seminars in each of 2 separate areas. All students will take 4 RDS general education courses, 4 colloquia, and 4 installments of Prospectus Development . In addition, students must demonstrate proficiency in 2 research languages and/or research methodology courses (Statistics, Empirical Research, Empirical Analysis).

All students will take comprehensive exams in their major area, including proficiency in biblical languages where required. Then, they must present their dissertation prospectus before their department faculty, either during a scheduled departmental colloquium (for residential students) or in a scheduled prospectus hearing (for modular students). After their prospectuses are approved, students transition into the Ph.D. candidate stage.

During the Ph.D candidate stage, students will write a dissertation that demonstrates their ability to conduct and report on original research.

This course of study can be completed in four years if a student pursues full-time study (i.e., 40 hours per week). While students are not required to devote a specific amount of time to their studies, anything less than full-time study might significantly delay completion.

1.2.1 PH.D. STUDENT STAGE

54 hours

Graduate Research Seminar	2 hours
Foundations for Theological Studies	2 hours
8 Seminars	32 hours
4 Colloquia	4 hours
Two Research Languages/ Empirical Research/Advanced Logic	4 hours
Prospectus Development I-IV	4 hours
Course Development and Design	2 hours
Higher Education	2 hours
Comprehensive Examination	2 hours

1.2.2 PH.D. CANDIDATE STAGE

16 hours

Dissertation Writing and Defense	16 hours

Total Th.M./Ph.D. Hours Required: 71 hours

2 THE ADMISSION PROCESS

Our admissions process consists of several key steps and checkpoints to ensure we accept the most qualified students. Each faculty department completes several responsibilities during the process. Some items will need to be completed before or during the exam and interview. Decisions will be made after all scores are returned.

2.1 ADMISSION OVERVIEW

2.1.1 ADMISSION PREREQUISITES

The requirements for the Ph.D. application include:

- An M.Div. or its equivalent for all School of Theology degrees. For degrees housed in the Billy Graham School, a 60-hour M.A. degree in the relevant field may be accepted. For example:
  - Biblical counseling requires a minimum of a Master of Arts in biblical counseling (60 hours) or its equivalent.
  - Christian worship requires a minimum of a Master of Arts in worship leadership (60 hours) or its equivalent.
  - Leadership requires a minimum of a Master of Arts in leadership (60 hours), Master of Arts in church ministries (60 hours), or its equivalent.
  - World religions requires a minimum of a Master of Islamic studies (60 hours) or its equivalent.
- A minimum master's level cumulative grade point average of 3.5 on a 4.0 scale.
- GRE scores
- TOEFL (for international applicants), minimum score of 95.
- WES transcript evaluation (for international applicants)
- Academic writing sample/paper

M.Div. equivalency consists of a first theological master degree, such as an M.A.T.S. or M.A.C.E., with additional courses in each area covered in the M.Div. degree. Specifically, M.Div. equivalency requires the following credits:

M.Div. Equivalency

Subject Area	Hours Required
Hebrew and Greek	9
Old Testament	6
New Testament	6
Hermeneutics	3
Church History	6
Systematic Theology	9
Philosophy	3

Ethics	3
Preaching/Teaching	3
Evangelism	3
Missions	3
Counseling	3
Leadership/Family Ministry	3
Additional Electives	12
Total	**72**

2.1.2 PHASE ONE

The Ph.D. application process occurs in two phases.

During the first phase of the admission process the student will complete the application which includes submission of the application, church/pastoral recommendation, official transcripts, recommendation forms, spiritual biography, GRE scores, and TOEFL scores/WES evaluation (if necessary).

2.1.3 APPLICATION DEADLINES

August 1 - for spring matriculation

January 15 - for fall matriculation

2.1.4 PHASE TWO

The second phase of the admissions process consists of the entrance exam and faculty interview. Entrance exams give students the opportunity to demonstrate familiarity with the subject area in which they are applying. Faculty interviews provide the department the opportunity to interact with applicants.

2.2 PRE-INTERVIEW

2.2.1 RDS OFFICE RESPONSIBILITIES

Students with strong applications will typically receive an invitation to the entrance exams and interviews from the RDS office. Students whose applications fall significantly below our standards will not be invited, but may be directed to other RDS or PDS programs.

2.3 ENTRANCE EXAM & INTERVIEW

2.3.1 ENTRANCE EXAM

Entrance exams will be held on the second Friday in September and the first Friday in March. Applicants will sit for the exam in the morning and then be interviewed by the departments in the afternoon. Applicants may complete the exam and interview either in person or remotely using technology.

2.3.2 INTERVIEW

The purpose of the interview is to allow faculty to get to know applicants on a more personal level and to appraise them beyond a mere evaluation of their materials. These interviews may be conducted in person or remotely using technology.

2.3.3 RDS OFFICE RESPONSIBILITIES

ENTRANCE EXAM: The RDS office administers the entrance exam using the materials provided by the department faculty. The office then distributes completed exams to the faculty for grading using the supplied rubric.

INTERVIEW: The RDS office schedules all student interviews between 1:00 and 5:00 PM, providing specific schedules for each department shortly before the date of interviews. Faculty should reserve the entire time block for the interview process.

2.4 POST-INTERVIEW

2.4.1 DECISION LETTERS

The RDS Office will distribute decision letters to all applicants. Generally, decision letters will be issued within 4 weeks of the exam and interview.

2.5 DEFERRAL OF MATRICULATION

Students who are unable to matriculate must request permission to defer enrollment by submitting a Deferral Form signed by their supervisor. Deferral can be up to two semesters after which the student must reapply. Specific guidelines for deferrals include:

- Deferrals are granted on a case by case basis after RDS review. The deferral application must be received 6 weeks before the student is to begin coursework.
- Deferrals are for up to one year (two semesters).

- If a student cannot matriculate at the end of the one-year deferral, the student must then reapply for the program. The student will need to submit transcripts of any education done during the deferral, retake the entrance exam, and re-sit the interview. The student will need to provide a letter explaining the cause of the deferral and how they have been resolved.
- A student who is a member of a military reserve unit and whose studies must be deferred by a call to active duty must inform Academic Records of his or her call to active duty and the duration of the call. Students who defer due to military service will not be required to re-apply.
- International students residing in the United States on an F1 Visa must contact International Student Services prior to applying for deferral. Any time off from the program may affect F1 Visa status.

2.6 DECISION REASONS

Neither faculty nor the RDS office shall divulge the reasons for denial. All questions regarding admission decisions should be directed to the RDS Office.

2.7 PROVISIONAL STATUS

Some students may be assigned provisional status upon entrance into the Ph.D. program if there is some question of the student's readiness for doctoral work, under the judgment of the faculty or RDS Director. A student who is admitted on provisional status receives close monitoring to ensure that he or she is progressing well in the program.

Any student admitted to the Ph.D. program with provisional status who does not earn acceptable grades during the first semester of study will be placed on probation the following semester.

A student on provisional status who does not meet the expectations of the faculty supervisor may be administratively withdrawn from the program. These decisions will be made on a case-by-case basis at the discretion of the Director for Research Doctoral Studies.

3 PROGRAM STRUCTURE AND DETAILS

3.1 PH.D. STUDENT STAGE

Supervisors will meet with assigned students at the beginning of the first semester to assist the student in planning his or her course of study. They will continue to meet as necessary, at a minimum of once per semester, to encourage the student's progress. For modular students this ideally will be done through a personal meeting when the student is on campus for modular courses.

3.1.1 REGISTRATION

Students must register for at least one course (or apply for interrupted status) each semester for the duration of their degree program. Registration must be completed by the first week of the semester for both residential and modular students.

Failure to register or apply for interrupted status for any semester prior to the completion of all degree requirements may be interpreted as withdrawal from the program.

ADDING COURSES

During online registration, schedule adjustments may be made without penalty. After the close of online registration, courses may only be added by exception. Applications for exception to this policy may be made through Academic Records and the RDS office and are subject to late registration fees.

DROPPING COURSES

Students may drop classes via my.sbts.edu until the 3rd Monday of the fall or spring semester (including winter/summer courses). Classes dropped during this period do not appear on the transcript. Courses dropped after the drop period fall under the withdrawal policy (see below). Occasionally, a student may request permission to drop a course late in the semester due to unforeseen circumstances. In these instances, the professor has the prerogative to allow or deny the student to drop the course.

WITHDRAWING FROM COURSES

After the end of the online drop period (see above), students may withdraw from classes by using the online Student Course Withdrawal Form until October 31 for the fall semester and March 31 for the spring semester. Students are not allowed to drop a course after the deadline. Students must officially withdraw from a class to avoid receiving a failing grade. A grade of "WP" (withdraw passing) or "WF" (withdraw failing) will be assigned. This grade does not affect the student's grade point average.

3.1.2 MATRICULATION

Upon acceptance, students submit a matriculation form to indicate their intention to begin the program.

After matriculating, students should register for courses each semester (unless granted interrupted status) until a dissertation has been submitted and successfully defended or until withdrawn from the program.

The maximum length of the Ph.D. program is 14 semesters.

3.1.3 COOPERATIVE PROGRAM COURSE

The cooperative program seminar is a one-time, non-curricular requirement for all students entering Southern or Boyce. The class must be completed by the end of a student's first year of study. Students will listen to a series of lectures and take corresponding quizzes scoring a final overall average of 80% or higher to pass the course.

Students who do not complete the course by the end of their second semester of study will not be able to register for future classes until the requirement has been met.

3.1.4 RDS GENERAL COURSES

Every Ph.D. student must complete 4 RDS general courses during the coursework stage of the program: 81020 Graduate Research Seminar, 81260 Foundations for Theological Studies, 81250 Course Development and Design, and 81300 Higher Education. Each of these courses is offered in both August and December to accommodate both residential and modular students.

In their first year, students must take the Graduate Research Seminar (81020) and Foundations for Theological Studies (81260) in the semester that they begin coursework. GRS is an online, self-paced course which students should complete immediately upon matriculation. FTS is an on-campus modular-format course. These two courses may be waived for students who have completed them in the SBTS Th.M. program.

After completing GRS and FTS, students must take both 81250 Course Development and Design and 81300 Higher Education in subsequent semesters.

3.1.5 SEMINARS

All students must complete a total of 8 seminars. Of these, at least 5 seminars must be in the student's major area.

In addition to the seminars required by their major, students may also take up to 3 "flex" seminars in any area (within their major or outside it).

In rare cases, a student has the option of double majoring in two concentrations. The primary concentration consists of the normal requirements for one's Ph.D. major: 5 seminars, 4 colloquia, Guided Reading Mentorship. For the second major, a student completes at least 4 area seminars and 4 area colloquia. Thus, a student with a double major will complete at least 9 seminars and 8 colloquia. Double majors must be approved by a student's supervisor and the RDS office by submitting the Application for Double Major Form.

Note: a double major is not required to teach in a particular discipline. Rather, the SACS accreditation agency recommends 18 hours of doctoral coursework to qualify a candidate to teach at the graduate (i.e., master's) level. Thus, if a student is primarily concerned with being qualified to teach a particular subject at the graduate level, the RDS office recommends taking 16 hours of seminars and 1 colloquium in a second concentration. Note that the second major colloquium is in addition to the required four primary major colloquia.

3.1.6 COLLOQUIA

In addition to seminars, students must complete a total of 4 colloquia within their major area. Colloquia are department-wide discussions of selected readings that do not require major research assignments.

The goal of the colloquium is to provide the highest quality and most beneficial educational experience for our Ph.D. students by facilitating departmental wide interaction. This corresponds with two of the stated goals of the doctoral studies department: to pursue academic excellence and to foster relationally-driven learning communities. The overarching purpose of colloquia is three-fold:

1) To provide ongoing opportunities for Ph.D. students to interact with each other and with the professors in their departments. This "iron-sharpening-iron" collegiality is very beneficial as students grow into being scholars and colleagues. Colloquia are an important part of the faculty's mentoring of students.

2) To guide and direct students in reading which covers essential areas of knowledge in each department's field. Colloquia provide the opportunity to fill in gaps in students' knowledge in an interactive environment. In this way colloquia also play an important role in helping students to prepare for comprehensive exams.

3) To provide students with the opportunity to orally present their prospectuses for peer review and feedback from all the professors in their departments.

3.1.7 RESEARCH LANGUAGES OR RESEARCH METHODOLOGY REQUIREMENTS

Students must complete their research language/methodology requirement before their comprehensive examinations. Students should consult with their advisors as to which approved research languages or methodology would best aid their dissertation research and writing.

Some of the most common research languages are offered in online format through SBTS.

SCHOOL OF THEOLOGY

Students in the School of Theology can take two of the six following pre-approved research languages–French, German, Spanish, Latin, Modern Hebrew, Arabic–each worth 2 hours. However, if a language is offered as a 4-hour major seminar, that course may count as both a seminar and a language requirement.

A student may choose to take a proficiency exam in one of these languages, which would satisfy 2 hours of the research language/methodology requirement.

BILLY GRAHAM SCHOOL

Students in the Billy Graham School can take two of the five following approved research languages–French, German, Spanish, Latin, Arabic–each worth 2 hours. If a language such as Latin or Arabic is taken as a major or minor seminar, that course will not count toward the research language requirement. However, a student can take a proficiency exam in that language, which would satisfy 2 hours of the research language/methodology requirement. The following exceptions should be taken into account:

- Christian Apologetics – Logic can count as one language
- Biblical counseling – students can complete any combination of 2 research languages and/or research methodologies (Statistics; Empirical Research). The latter counts as the 4 hour language/methodology requirement. Note that Empirical Research (96800) is a prerequisite for Analysis of Empirical Research (96850).
- Christian missions and world religions – Students in christian missions and world religions have three options:
    - Option 1: students can take two of the approved research languages. Students may use a modern field language as one of the languages, per supervisor and RDS approval.

     o Option 2: with supervisor approval students may take one research language, the Ethnographic Research seminar, and complete an additional ethnographic project that demonstrates proficiency in the field. With this option, Ethnographic Research will also count as a major seminar.

     o Option 3: with supervisor approval students may take one research language and Ethnographic Research (86110) as a research language. With this option, Ethnographic Research will not count as a major seminar.

- Leadership and Christian worship – These students ordinarily take Empirical Research and Statistics. Some students, depending on their project, will also need to take the Analysis of Empirical Research (4) seminar. This course will not count as a major seminar. Students should consult their supervisor on these options.

3.1.8 GRADING POLICY

The minimum passing grade in any course taken in the Ph.D. program is a "B" (3.0 on a 4.0 scale). A student who earns a grade lower than a "B" will lose credit for that course and will be placed on academic probation. Students who earn a grade lower than B in more than one course may be subject to an enrollment review and/or administrative withdrawal.

3.1.9 PROSPECTUS DEVELOPMENT

Prospectus Development I-IV (81220, 81221, 81222, 81223) is a 4-semester sequence of courses that helps to facilitate the supervisor's mentorship of the student and the development of a dissertation topic, culminating in a rough draft of the student's prospectus. In each installment, students will work with their supervisors to create an approved reading list and annotated bibliography for their dissertation research. The reading list may include primary works, peer-reviewed articles, and secondary works.

Prospectus Development requirements include:

- *Reading Contract*. By the first week of class the student is to submit the supervisor-approved reading list.

- *Annotated Bibliography*. At the end of the semester, the student will submit an annotated bibliography including (at least) the works listed in the reading contract with short descriptions of their relevance to the dissertation research.

- *Mentoring Contract*. The student and the professor will agree upon a prescribed schedule for meeting and discussing the student's progress and significant issues in the books at least four times during the semester for no less than one hour per session. After each meeting the student will write a summary of the topics discussed and submit this at the end of the semester. These meetings may be conducted virtually for students who do not live in Louisville.

- *Annual Supervisor Review Form*. In Prospectus Development II and IV (completed in the student's second and fourth semesters), students are required to submit a signed copy of the Annual Supervisor Review Form following a meeting with their supervisor in which they discuss the items listed on the form. Students will submit the completed Review Form to the RDS office using the appropriate portal on Canvas.

- *Grading*. Students will be graded on a pass/fail basis.

3.1.10 ANNUAL SUPERVISOR REVIEW

Supervisors will complete annual reviews with their students in conjunction with Prospectus Development II and IV. Students will be required to submit the signed review form as part of the requirements for these courses.

1) Supervisors use the Annual Supervisor Review Form, provided to students on Canvas, to complete the annual review. Professors will be required to meet with their supervisees for a 30-45 minute block to discuss any issues raised by either the student or the professor, and to give feedback and guidance for the future. Space is provided on the form for notation of any issues of significance.
2) At the end of this meeting both the professor and the student will sign the form, verifying its contents, and then the student will submit this form to RDS via Canvas.
3) For non-residential students the professor is encouraged to set up this annual review meeting during a time when the student is on campus. If this is not possible, then the meeting may be conducted virtually.

3.1.11 COMPREHENSIVE EXAMS

Comprehensive exams are a traditional and important part of the Ph.D. process and experience. They provide each department with the opportunity to ensure that their candidates have a broad, working knowledge of their chosen field of study. Comprehensive exams also provide the student the opportunity to fill in gaps in their knowledge of the field in preparation for dissertation writing and future teaching. The four required colloquia in each field of study provide the basic content preparation for the exams, though additional seminars, reading, and study may be required as well. Comprehensive exams occur at a crucial stage in the student's progress through the program, at the end of the coursework stage as one of the final elements before the student enters the dissertation-writing phase. They assess a student's grasp of his or her chosen field of study. Students receive a study guide prepared by the department to assist them in preparing for the exam which should **not** be shared with other students who are not registered to take comprehensive exams.

Students can only take comprehensive exams after completing all requirements for the Ph.D. student stage, with the exception of the second and third RDS general courses (Higher Education, Course Development and Design), which may be taken along with, or one semester after, comprehensive exams.

The procedure for comprehensive exams is as follows:

- In conjunction with the departments, the RDS office will maintain a list of questions that cover general doctoral-level knowledge of their field. The RDS office will retain these materials and use them on a rotating basis for examining the students. The department will also provide corresponding study guide materials to guide the students' preparation.
- Comprehensive exams will be administered by the RDS office twice per year at set dates, either in person on campus or virtually (on the same schedule as on-campus students). Only on rare occasions and with prior permission can a student take the exams outside of these times.
- After consulting with the supervisor, students who wish to take their comprehensive exams must register for the appropriate course at the beginning of the semester that corresponds to the set exam dates.
- Students will take three days of comprehensive exams corresponding to their major area.
  - From the questions provided by each department the RDS office will choose which exams to administer in any given semester. For certain areas of study there are specific requirements for students:

- OT – One of the three exams will be Hebrew-language based, with translation, grammatical, and syntactical analysis
- NT – One of the three exams will be Greek-language based, with translation, grammatical, and syntactical analysis

- Once completed, comprehensive exams will be collected by the RDS office and distributed to faculty for grading. Each comprehensive exam shall be graded by two different professors.
- The grading of the exams will be done according to and recorded on the Comprehensive Exams Grading Rubric provided by the RDS office. This will become part of the student's permanent file.
- In the case of a failing grade on any or all of the comprehensive exams, the RDS office will either:
  - Allow a retake of the entire failed exam, to be completed within two months of the original.
    - If a student successfully passes the exam on the second try then no further action is required. If a student fails the exam on the second try then they will be administratively withdrawn from the program.
  - Not allow a retake and the student will be administratively withdrawn from the program. This will only occur in rare situations.
    - Students administratively withdrawn from the program may receive a Th.M. degree. On a case by case basis, such students may be allowed to re-apply after waiting one year.

3.1.12 PROSPECTUS AND STYLE READING

The initial stage of the dissertation process is the approval of a prospectus, which details the argument and structure of the dissertation. Students may submit a prospectus at any point after transitioning into the Ph.D. candidate stage of the program. However, most students will submit their prospectus after comprehensive exams. The prospectus must conform to the Dissertation/Thesis Template provided by the Southern Seminary Writing Center. The due dates for the prospectus each semester will be posted in the 81910 course on Canvas.

A prospectus should include the following components and should be no more than 20 pages in length (not including front and back matter):

1. **Front matter:**
   a. Copyright page
   b. Title page
   c. Approval sheet
   d. Dedication page
   e. Preface
   f. Table of contents
   g. List of tables and figures (if applicable)

2. **Text of prospectus:**
   a. **Thesis:** This section should include the research question as well as a clear thesis statement.
   b. **Methodology:** This section should include a summary of the methods you will employ to advance your thesis.
   c. **Summary research:** This section summarizes the history of the research previously completed in the field, showing the state of research prior to the proposed dissertation (900-1000 words).
   d. **Significance:** This section shows the significance of the research for the field of study, demonstrating the need for the research to be done.

      e. **Argument:** This section is a detailed explanation in paragraph form of the argument to be made in the dissertation (900-1000 words).

      f. **Timeline for completion:** A very short explanation of the time needed to complete the dissertation and the projected graduation date.

3. **Back matter**
   a. **Appendices (if applicable)**
   b. **Bibliography**
   c. **Abstract (approximately 350 words; no more than 500 words)**
   d. **Vita**

Students who are completing an empirical based dissertation should refer to the Research Evaluation Checklist and the Social Science Research Checklist in preparation for both prospectus and dissertation.

3.1.13 PROSPECTUS HEARING

The prospectus hearing occurs once the supervisor determines the draft to be ready for assessment by the department faculty. At this point, the student should contact the chair of their department to schedule a prospectus hearing, either in colloquium (for residential students) or through a video call (for modular students). The supervisor, department chair, and other members of the department faculty should attend. If faculty in other departments are serving on the student's dissertation committee, they are also welcome to attend (but this is not required).

After making any required revisions, the student submits the final draft of the prospectus along with the Prospectus Approval Form signed by the student's supervisor to the RDS office via Canvas. The prospectus must be uploaded by the deadlines provided on Canvas to be included in the next faculty report for final approval.

3.1.14 PROSPECTUS APPROVAL PROCESS

The procedure for prospectus approval is as follows:

1) With the supervisor's verbal approval, the student presents the prospectus to department faculty in colloquium (for residential students) or virtually (for modular students).
2) After making any required or suggested revisions, the student submits the prospectus for a style reading.
3) After receiving the style reading and making any required revisions, the student submits the final draft of the prospectus to RDS via the Canvas course for 81910 Dissertation Research and Writing by the deadline listed on Canvas.
4) The Director of Research Doctoral Studies reviews and approves the prospectus, then includes it for approval by the faculty at the final faculty meeting of the semester.

Note: Steps 1-3 must all be completed prior to the semester deadline for prospectus approval as listed on Canvas. Otherwise, the prospectus will not be approved until the following semester.

Once the faculty have approved the prospectus, the student will be notified via email from the RDS office. The student then should register for the section of 81910 Dissertation Research and Writing every fall and spring for the remaining duration of their program.

3.1.15 COURSEWORK AUDIT

Once a student has submitted a prospectus, the RDS office will perform a coursework audit, notifying the student of any outstanding courses to be completed. Once a student has successfully passed the coursework audit, the only requirement left for the student will be the dissertation. At this point, the student will officially be A.B.D. and will enter into the Ph.D. candidate stage of the program.

3.2 PH.D. CANDIDACY

A student is considered to be a candidate for the Ph.D. degree after that student completes all coursework requirements, passes comprehensive exams, the student's dissertation committee and the Director for Research Doctoral Studies approve the prospectus, and finally, the faculty formally approves the title of the student's dissertation. At this point, the student is considered to be A.B.D.

3.2.1 DISSERTATION

The length of a completed Ph.D. dissertation must be between **60,000** and **80,000 words** (footnotes and appendices not included), and should not exceed 400 pages total (including footnotes and appendices).

Note: As a general rule, footnotes in the body of the text (outside the literature review in the introductory chapter) should not constitute more than 20% of a written page.

3.2.2 DISSERTATION COMMITTEE SELECTION

In preparation for the submission of the dissertation defense draft, the student and supervisor should together determine the committee members for the defense. All committee selections are subject to review by the RDS office.

Each committee member is responsible for reading the dissertation before the defense hearing. Committee members will be given at least 4 weeks lead time.

3.2.3 DISSERTATION SUBMISSION PROCESS

The dissertation defense draft submission procedure is listed below:

1. The student and supervisor together determine the dissertation committee (see above).
2. The student sends the defense draft to the supervisor for approval to move forward to defense.
3. The supervisor informally contacts a potential external reader to confirm their interest in serving as a reader for the dissertation.
4. The supervisor formally approves the draft to go to defense by signing the Defense Submission Form, which also indicates the external reader and confirms that the reader has expressed interest in serving in this role. (This form must be completed whether or not the student has an external reader.)

5. The student submits a digital copy of the dissertation draft and signed submission form to Canvas and, at the same time, submits a copy to the style reader to receive a style reading.
6. The RDS office extends an official invitation to the external reader with a copy of the dissertation draft and the external reader report.
7. The Administrative Assistant sends the defense draft and options for the date of the defense to the committee members (the defense will be scheduled at least four weeks after the draft is sent to the external reader, to allow time for the reader to review the draft and make comments). If faculty prefer a hard copy, they may print one using the digital copy provided by RDS.

3.2.4 EXTERNAL READER (NOT REQUIRED FOR BGS CONCENTRATIONS)

The external reader is an expert in the field who reviews the dissertation and offers feedback.

The supervisor should discuss who the external reader will be with their students. Once the reader is selected, the *supervisor* should make an initial request with the potential external reader prior to the submission of the dissertation defense draft. If the external reader agrees to read the dissertation, then a formal request will be sent from the Doctoral Studies office along with the dissertation defense draft and the external reader forms. External readers are given four weeks to return their comments. An external reader fee of $500 will be charged to each student's account upon completion of the external reader's review.

The external reader evaluates the dissertation and returns the completed External Reader Report to the RDS office. Unlike SBTS committee members, an external reader does not have full veto power. However, if an external reader fails a dissertation, one of the SBTS committee members (not the student's supervisor) must submit to the RDS office a report responding to the failing comments. The RDS Director may require a second external reading report. Two failing external reading reports will result in a failed dissertation defense.

3.2.5 DEFENSE DRAFT

The student is required to submit their dissertation in digital form to the RDS office by the defense draft submission due date (**September 1** for fall, **February 1** for spring). The student will receive a Turnitin report upon digital submission. If the Turnitin report detects any issues of plagiarism, students must address them before the draft can move forward to defense (see "Academic Integrity Statement").

3.2.6 ORAL DEFENSE & DEFENSE RUBRIC

The oral defense is the opportunity for students to present and defend their dissertation before their committee.

The procedure for conducting the oral defense is as follows:

1. The RDS office will coordinate with committee members to schedule a suitable date for the oral defense (note: once a defense is scheduled, it must be held, regardless of the anticipated outcome).
2. The RDS office will reserve a room for the defense and provide the supervisor with the necessary oral defense evaluation documents. Faculty and students are required to attend the defense in person unless they receive specific approval from the RDS office.
3. The oral and written portions of the defense will be evaluated using the Dissertation Defense Rubric.

4. After the oral defense, supervisors should submit the completed oral defense evaluation documents to the RDS office.
5. Students should make any required revisions necessary for the completion of the final version of their dissertation.
6. The link for students to upload their final dissertation draft to the SBTS ProQuest database is found on the Canvas course or the SBTS Ph.D. Dissertation Process page.

Dissertation Defense Rubric

	1 Fail	2 Pass with Revisions	3 Pass	4 Pass with Distinction
Critical and Productive Engagement *The student will be able to engage existing scholarship critically and productively.*	*The student has failed to make a contribution to the field of study that will be recognized by scholars as meaningful or significant.*	*The student has made a potential contribution to the field of study but some revision is needed to raise and ensure the quality.*	*The student has made a contribution to the field of study that will be recognized by scholars as meaningful.*	*The student has made a contribution to the field of study that will be recognized by scholars as very important.*
Quality of Research *The student will be able to plan and conduct research in the area of specialization. The student will be able to use standard research tools and methods in the chosen field.*	*The student has not conducted original research or fails to use standard tools and methods in the field.*	*The student has conducted original research but some revision is needed to raise the level to that required by the field.*	*The student has conducted sufficient original research using the standard tools and methods of study in his/her field.*	*The student's research exhibits unusual excellence in content and execution.*
Effective Communication of Results *The student will be able to communicate the results of his/her study clearly and effectively in both written and oral form.*	*The student has failed to communicate the results of his/her research clearly and effectively.*	*The student has communicated his/her research with some effectiveness but some revision and re-organization is needed to raise it to the appropriate level.*	*The student has communicated the results of his/her research with clarity and effectiveness.*	*The student has communicated the results of his/her research with exceptional clarity and eloquence.*

3.2.7 Defense Failure Policy

If a student is failed by the committee, the committee can recommend the following options.

1. Most often, the committee may require the student to take one semester to revise and re-defend the dissertation. (Students may request additional time with the approval of the committee and the RDS office.)
2. Otherwise, the committee may fail the dissertation completely with no opportunity for revision, in which case the student may be awarded a Th.M.

3.2.8 Graduation

Students must complete the following requirements in order to graduate:

1. Complete all coursework.
2. Pass comprehensive exams.
3. Apply for graduation through the Academic Records office by completing the Graduation Application Form (available in the student's online account) by the posted deadline. This form will also require the student to provide measurements for regalia to rent for the graduation ceremony. More details about graduation dates and requirements are available on the graduation information webpage: http://www.sbts.edu/current-students/academics/graduation/
4. Complete all the dissertation steps including:
   - SBTS Ph.D. students must submit an electronic copy of their final dissertation or thesis formatted as a PDF to Proquest/UMI. This electronic copy will also be placed within the seminary's institutional repository. Details about electronic submission, creating PDFs, pricing and other information are available on the library website: http://library.sbts.edu/index.php/etds/.
   - Participate in the Survey of Earned Doctorates (SED), which aggregates data about the educational history and future plans of doctoral graduates throughout the country. Students must fill out the online Survey of Earned Doctorates Questionnaire here: https://survey.norc.org/doctorate/. After registering and completing the survey, students should choose to send the email confirmation of their questionnaire completion to thmphd@sbts.edu to notify the RDS office that they have fulfilled this requirement.

4 Other Program Details

4.1 Academic Integrity Policy

In light of changing technologies and resources, and in an effort to maintain the highest academic and ethical standards, the Office of Doctoral Studies is instituting the following practices to ensure the academic integrity of our doctoral degrees. Failure to abide by this policy may result in disciplinary action. The new policy includes the following guidelines:

- According to the Academic Catalog, "Plagiarism is the use or theft of intellectual property without attribution. It is both a moral and educational transgression."

- The Student Handbook clarifies, "Whatever the type of borrowing or the context of its use, the appropriated material should be attributed to its source. At the least, the name of the individual or source should be given with the material."
- In accordance with this policy, students may not employ third-party research consultants, including executive summaries, for any portion of their academic degree including but not limited to coursework, seminar papers, comprehensive examination preparation, and prospectus/thesis/project/dissertation writing, with the exception of quantitative statistical analysis previously approved by a student's supervisor.
- A student must conduct his or her own research, specifically: finding and identifying resources as well as processing, summarizing, and synthesizing material for the production of original research projects.
- All proposals, prospectuses, culminating projects, theses, and dissertations must be accompanied by a signed copy of the following "Statement of Academic Integrity."

"I, _____ , hereby affirm that the following [project/thesis/dissertation] is comprised entirely of my own original research except where explicitly noted. To the best of my knowledge, this work does not contain nor was it produced using any unauthorized resources including but not limited to (1) unattributed published or unpublished material created by someone other than myself, (2) research compiled by a consultant, whether an individual or a group, or (3) any unattributed borrowing of ideas or their expression which the original creator might identify as personal intellectual property."

4.2 ACADEMIC PROBATION

Students are placed on academic probation following a semester in which they fail a course. Since the minimum passing grade for Ph.D. students is a B, receiving a B- or lower will result in academic probation.

It is essential that a student's performance is academically strong during a time of probation. Normally, probation will not extend beyond one semester.

The RDS Director will ask faculty who are acquainted with the student's work for an evaluation, and it will be determined whether the probationary status should be removed and the student allowed to continue in the program.

If a student receives an additional failing grade during the probationary period, it may result in administrative withdrawal from the program.

4.3 INDEPENDENT STUDY: INTERNAL & EXTERNAL

The Ph.D. program allows both internal and external independent studies. With permission from the RDS office, students may take up to two independent studies during their program.

An internal independent study is undertaken with an SBTS professor who will oversee the student in guided reading and writing on a specific topic. Approval must be granted by the student's supervisor and the Research Doctoral Studies office. Students are allowed to take up to two independent study courses during their program. Note: professors who teach independent studies do not receive compensation.

In some instances the course content of this independent study may include attendance at and completion of an advanced M.Div. course. For the course to count as a Ph.D. seminar, however, the student must complete additional, doctoral-level requirements and meet with the professor outside of the M.Div. course meetings at least four times. (See the separate policy statement on "M.Div. Classes and Ph.D. Seminars".)

To request an independent study, Ph.D. students must submit the Independent Study Contract.

Students will be registered for the corresponding course in Canvas:

Division	Internal
Biblical Counseling	87877
Biblical Spirituality	88967
Church History	84467
Church Ministries	91577
Ethics	85967
Evangelism & Church Growth	88577
Missiology	86177
New Testament Studies	83877
Old Testament Studies	82877
Philosophy	85467
Preaching	86967
Theology	84877
World Religions	88177

4.3.2 EXTERNAL INDEPENDENT STUDY

A student can take one external independent study by enrolling in a Ph.D. level course at another institution or by contracting with a professor at another institution who will oversee the student in guided reading and writing on a specific topic. In both instances approval must be granted by the student's supervisor and by the RDS office.

The external study must contribute to the student's major field of specialization, or be clearly relevant to the student's program of study. The student is responsible for all fees and for ensuring that an official transcript of coursework taken at other institutions is sent to the Academic Records office. The RDS office suggests a contract fee of $750 to compensate an external instructor. This fee will be billed to the student's account in addition to the program fee.

Upon completion of the course, the student is to submit a descriptive and evaluative report of the external study to the faculty supervisor.

Students will be registered for the corresponding course in Canvas:

Division	External
Biblical Counseling	87977
Biblical Spirituality	88977
Church History	84477
Church Ministries	91677
Ethics	85977
Evangelism & Church Growth	88677
Missiology	86477
New Testament Studies	83977
Old Testament Studies	82977
Philosophy	85477
Preaching	86977
Theology	84977
World Religions	88277

4.4 INTERNATIONAL STUDENTS

International students are expected to have a command of spoken English sufficient to contribute productively to seminar discussions. International students are also expected to be able to write on a level commensurate with Ph.D. studies.

4.5 INTERRUPTED STATUS POLICY

The purpose of interrupted status (IS) is to allow a Ph.D. 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, or excessive financial strain.

- Only one IS semester will be granted to each student during the course of the Ph.D. program. Except under rare circumstances a student will not be granted more than one IS and never in two consecutive semesters.
- 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 toward the maximum length one is allowed to be in the Ph.D. program. It does not count, however, toward the number of semesters accrued (8) after which a student is charged the continuation fee.
- 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.
- Applying for IS due to financial strain is only legitimate if a student would otherwise need to withdraw from the program.
- During the IS the student may not submit work to professors nor expect interaction with his/her professors.
- There is a $100 IS fee.
- 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 they will be welcome to re-apply for entrance into the program within 2 years of initial withdrawal once the original causes for the IS have been sufficiently resolved. The re-application procedure is shortened and does not require a new interview or entrance exams, 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.
- A student who is a member of a military reserve unit and whose studies are interrupted by a call to active duty must inform Academic Records 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.
- 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.

To apply for an interrupted status a student must:

1. Complete the Application for interrupted status
2. Discuss the circumstances requiring an IS with their supervisor, who must approve and sign the application.
3. Turn in the application to the RDS office.

Interrupted status decisions are made by the RDS Director and will be communicated to the student by the RDS office.

4.6 WITHDRAWAL FROM THE PROGRAM

If a student must withdraw from the program, a letter stating intent to withdraw signed by the student's supervisor should be submitted to the RDS office. If approved, the withdrawal will be presented to the seminary faculty. The letter of intent to withdraw is essential if a student is to be given a withdrawal "without prejudice." Students who withdraw "without prejudice" may be eligible for reinstatement in the future via a shortened application process.

4.7 CONTINUATION FEE

If a student extends their course of study beyond the standard 48 months, they will pay a continuation fee each fall and spring semester until they graduate. Students who submit their supervisor approved defense draft to the RDS office before July 31 (fall) and December 31 (spring) can apply to have their continuation fee waived for the following semester in which they would graduate. The application for the fee waiver can be obtained through the RDS office.

4.8 M.DIV. CLASSES AND PH.D. SEMINARS

M.Div. classes and Ph.D. seminars are to remain distinct course offerings. This means that Ph.D. students may not take M.Div. courses for Ph.D. seminar credit and conversely. M.Div. students may not take Ph.D. seminars. The only exception is that per approval, M.Div. students may take the research languages courses (French or German) offered by the RDS office. Professors may also require students to attend M.Div. courses as part of the requirements for an independent study (see "Internal Independent Studies" above).

5 FORMS

5.1 ANNUAL SUPERVISOR REVIEW FORM

Supervisor _____   Major Area of Study _____
             (Print)

Student _____   Projected Graduation _____
        (Print)

<u>Spiritual, Physical, and Financial Well-Being</u>

Comments_____

_____

_____

_____

_____

<u>Program Progression and Questions Concerning Future Classes</u>

Comments_____

_____

_____

_____

_____

Supervisor Signature _____

Student Signature _____

Date _____

5.2 INDEPENDENT STUDY CONTRACT

Seminar Title and Number _____

Name of Student _____   Check One: ThM____   PhD____

Student ID _____   Student Email_____@students.sbts.edu

Name of Professor _____   Semester ____Fall ____Spring _____Year

Reason for Requesting Independent Study: _____

_____

_____

Requirements:
- Create and attach the independent study syllabus
- The syllabus must include specifications of
    - Learning goals and objectives
    - Workload in terms of reading (at least 3,000 pages), writing, etc.
    - Contact hours with the professor
    - Evaluation methods to insure the independent study meets stated learning goals

_____

Student   Date

_____

Professor   Date

_____

Supervisor   Date

_____

Director- Research Doctoral Studies   Date

_____

Dean of the School   Date

Policy Concerning Request for ThM/PhD Independent Studies

The faculty of The Southern Baptist Theological Seminary prefers that students take courses required for matriculation as they are offered according to normal scheduling. However, in circumstances where a course is required for graduation and will not be offered prior to the student's graduation date, or, a conflict in registration schedule potentially jeopardizes the student's graduation, the faculty is willing to entertain a proposal for that course to be offered through an independent study model. Institutional policy for approval of a reading course is:

1. The course to be offered in an independent study format should be listed in the current catalog. Exceptions to this policy may be considered for courses in the institutional course bank but must be approved by both the Director of Research Doctoral Studies and the Dean of the sponsoring school.

2. A maximum of two independent studies may be taken by any student for application toward any doctoral degree program.

3. The student making the request and the professor supervising the study will ensure that all content, learning activities, and evaluation of learning contained in the syllabus for the course will be completed. A copy of the current syllabus will be appended to the contract form.

4. The request for an independent study must be approved and Academic Records notified prior to the beginning of the semester in which the arrangement is to occur.

The student is responsible for processing the request for an independent study via the following steps.

1. The student will initiate the process by completing the form, "Contract for Independent Study." These forms are available on the RDS website. Prior to obtaining the form, the student should have some assurance that the affected professor is agreeable to supervising the independent study.

2. Upon agreement of the course to be studied, both the requesting student and supervising professor will sign and date the request and append a copy of the syllabus for the course to be studied. Ensure that the contract describes any modifications to the original syllabus.

3. The request will be delivered to the Research Doctoral Studies Office.

4. The contract will be reviewed by the dean of that school (or through a process determined by the dean). Upon approval, the contract will be forwarded to the Associate Vice President for Doctoral Studies and to Academic Records. A copy of the approved contract will be forwarded to the student. Should the request be declined, it will be the responsibility of the Research Doctoral Studies Office to advise the student and professor of that action.

The above arrangements are to be considered exceptional and should not be assumed to be available. Additionally, each school within The Southern Baptist Theological Seminary may be operating with policies which require additional requirements, or, may not consider independent study appropriate. The student desiring an independent study is advised to determine the policies and processes of the affected school prior to initiating the request for exception.

Once signed by Student, the Professor, and the student's Supervisor, the original is forwarded to the Director of Research Doctoral Studies and then to Academic Records. Copies are sent to: (1) the student file in the Office of Doctoral Studies, (2) the Student, and (3) the Professor.

Application for: • Fall Semester   • Spring Semester   Year: _____

Name _____   Student's ID#_____

Phone (____) _____   Student Email: _____@students.sbts.edu

Program: • PhD • DMiss •EdD   Area of Study: _____

Name of supervisor: _____

Semester and Year of Matriculation: • Fall _____   • Spring _____

Have you had any previous interruptions? • Yes   • No

If so, please list the semester taken and reason for the interruption: _____

_____

Expected graduation: • December   • May   Year: _____

Reason(s) for seeking this interruption. Be specific and detailed. (Attach an extra sheet if needed.) _____

_____

List degree requirements yet to be fulfilled: _____

_____

Give projected time plan for finishing the above requirements:_____

_____

I understand that fourteen semesters is the absolute time limit for completing a doctoral degree at Southern Seminary. I also understand that I must register for the following semester after the semester for which I am requesting Interrupted Status. Failure to register will be viewed as my decision to withdraw from Southern Seminary. Furthermore, I have read and understood the Interrupted Status policy.

_____   _____
Student's Signature   Date

I understand that my signature indicates that I agree to accept this student back after his/her one semester of **interrupted status**.

_____   _____
Supervisor's Signature   Date

For Office Use:

_____   _____
                     Director for Research Doctoral Studies   Date

Comments: _____

Interrupted Status (IS) Policy

Purpose

The purpose of Interrupted Status (IS) is to allow a PhD 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, or excessive financial strain.

Policy
- Only one IS semester will be granted to each student during the course of his/her PhD program. Except under rare circumstances a student will not be granted more than one IS and never in two consecutive semesters.
- 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 maximum length one is allowed to be in the PhD program. It does not count, however, toward the number of semesters accrued (8) after which a student is charged the Continuation Fee.
- 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.
- During the IS the student may not submit work to professors nor expect interaction with his/her professors.
- There is a $100 IS fee. The fee is waived for military service.
- 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 they will be welcome to re-apply for entrance into the program within 2 years of initial withdrawal once the original causes for the IS have been sufficiently resolved. The re-application procedure is shortened and does not require a new interview or entrance exams, 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.
- A student who serves with the military or coast guard and is called to active duty deployment will be granted an interruption of study for the duration of their deployment. This leave of absence does *not* count toward the total number of semesters a student is allowed to be in the program. Furthermore, they will not be charged the $100 IS fee. A student who fails to return within one year of his or her release from active duty shall be administratively withdrawn.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.

Student's Name _____ Student ID: _____ Area of Study:_____

Proposed Title: _____

Student Integrity Agreement

"I, _____ , hereby affirm that the following [project/thesis/dissertation] is comprised entirely of my own original research except where explicitly noted. To the best of my knowledge, this work does not contain nor was it produced using any unauthorized resources including but not limited to (1) unattributed published or unpublished material created by someone other than myself, (2) research compiled by a consultant, whether an individual or a group, or (3) any unattributed borrowing of ideas or their expression which the original creator might identify as personal intellectual property."

Student Signature_____ **Date** _____

_____

Date Presented to Department: _____

Committee of Instruction Signatures:

     Supervisor _____

     Department Chair _____

_____

Action of the Assistant Director of Research Doctoral Studies:

Coursework Audit Complete: ☐ Yes ☐ No   Action needed:_____

_____

_____

Action of the Director of Research Doctoral Studies:

Approved: _____

Student Name _____   ID: _____   Major_____

Proposed Title:

_____

_____

Integrity Agreement

"I, _____ , hereby affirm that the following [thesis/project/dissertation] is comprised entirely of my own, original research except where explicitly noted. To the best of my knowledge, this work does not contain nor was it produced using any unauthorized resources including but not limited to (1) uncited published or unpublished material created by someone other than myself, (2) third-party research (other than explicitly identified qualitative analysis) compiled by a consultant, whether an individual or a group such as, but not exclusively, the Docent Research Group, or (3) any borrowing of ideas or their expression which the original creator might identify as personal intellectual property."

Student Signature_____ **Date**_____

_____

My signature below indicates that I approve of the submission of the above-mentioned manuscript for evaluation by the External Reader and for defense before the thesis or dissertation committee.

External Reader (SOT only)

Name _____

Reader's email _____

My signature below indicates the following:

1. I approve of the submission of the above-mentioned manuscript for evaluation by the External Reader and dissertation committee.
2. I have confirmed that the External Reader named above is interested in serving in this role.
3. I affirm that the quality of work produced by this student meets the necessary qualifications for proceeding to an oral and written defense.

_____   _____

Supervisor Signature   **Date**

Date Submitted by External Reader: _____

Please send your report with completed rubric within four weeks either by email (thmphd@sbts.edu) or mail:

      Research Doctoral Studies Office
      The Southern Baptist Theological Seminary
      2825 Lexington Road
      Louisville, KY 40280

Name of Candidate: _____

Name of External Reader: _____

Dissertation Title: _____

Summary of Comments
(Use additional sheets if necessary)

Specific Assessment of Dissertation

Please evaluate the dissertation on the specific points named below, using the space provided with additional sheets if necessary. If any response is negative, indicate the grounds for your criticism, and indicate any minor revisions that may be required.

1. Shows adequate knowledge of the field of study and related literature.
2. Shows sufficient evidence of originality.
3. Is a significant contribution to knowledge in the field.
4. Is satisfactory in form and literary presentation.
5. Contains material worthy of publication.

External Reader Recommendation
My recommendation concerning this dissertation is as follows: (check one)
___   PASS

___   PASS subject to the following changes: (specify)

___   RESUBMIT after major rewriting in the following sections, chapters, or parts: (specify)

___   FAIL (specify)

	1 **Does Not Meet** **Expectations**	**2** **Meets** **Expectations**	**3** **Pass**	**4** **Pass with** **Distinction**
Critical and productive engagement *The student will be able to engage existing scholarship critically and productively.*	*The student has failed to make a contribution to the field of study that will be recognized by scholars as meaningful or significant.*	*The student has made a potential contribution to the field of study but some revision is needed to raise and ensure the quality.*	*The student has made a contribution to the field of study that will be recognized by scholars as meaningful.*	*The student has made a contribution to the field of study that will be recognized by scholars as very important.*
Quality of research *The student will be able to plan and conduct research in the area of specialization; the students will be able to use standard research tools and methods in the chosen field*	*The student has not conducted original research or fails to use standard tools and methods in the field.*	*The student has conducted original research but some revision is needed to raise the level to that required by the field.*	*The student has conducted sufficient original research using the standard tools and methods of study in his/her field.*	*The student's research exhibits unusual excellence in content and execution.*
Effective communication of results *The student will be able to communicate the results of his/her study clearly and effectively*	*The student has failed to communicate the results of his/her research clearly and effectively.*	*The student has communicated his/her research with some effectiveness but some revision and re-organization is needed to raise it to the appropriate level.*	*The student has communicated the results of his/her research with clarity and effectiveness.*	*The student has communicated the results of his/her research with exceptional clarity and eloquence.*

The table above is titled:

SBTS Ph.D.
DISSERTATION DEFENSE RUBRIC

Signature _____   Date _____

6 CONTACT INFO

This manual is a digest of current policies and procedures for the PhD program. For the answer to questions not answered in the manual, please contact the Assistant Director of Research Doctoral Studies (502-897-4064; email thmphd@sbts.edu.), located on the first floor of Norton Hall (room 157).

Please note that official communication from the Research Doctoral Studies office will normally come via seminary email accounts. Professors and students are responsible for any information or instructions delivered through this means that may be pertinent to their programs.

Policies are subject to change. The information contained herein is valid as of Fall 2022.