

Doctor of Philosophy Handbook 2012-2013



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The editable texts of the PhD handbook are kept in the office of the registrar,
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1. PREFACE

The Doctor of Philosophy (PhD) Handbook contains the official policies and procedures relating to the PhD Program. This handbook is annually updated to include the current policies of the faculty and the PhD Committee. These policies guide and govern the program.

In addition to the PhD Handbook, several documents relate to specific parts of the degree programs and should be consulted, including:

- **The Academic Handbook** contains the official academic policies and procedures for the degree programs offered at Garrett-Evangelical. All entering students receive a copy of the academic handbook with their orientation materials. The handbook also includes copies of the documents on plagiarism and special needs.
- **The class schedule, course catalog, and academic calendar** are available on the **Garrett-Evangelical website** (www.garrett.edu) and **MyGETS** (<https://mygets.garrett.edu/>).
- **The Student Handbook** is published by the office of student affairs and provides information on student life.

2. INTRODUCTION

The Doctor of Philosophy program prepares persons for church leadership, teaching and research in theological seminaries and departments of religion in colleges and universities. While the program is centered at Garrett-Evangelical, it draws on faculty resources at Northwestern; the Association of Chicago Theological Schools (ACTS), which includes four seminaries with PhD programs; and other approved universities. Students may specialize in one of six concentrations:

(1) Biblical Studies

The Garrett-Evangelical PhD in Biblical Studies prepares persons for teaching in colleges and international theological institutions, for scholarship, and for denominational leadership. Students develop a major in either Old Testament or New Testament and a minor in the other testament or another area of the theological curriculum, e.g., theology, ethics, church history (Roman era), to name a few. Students are prepared with a comprehensive understanding of the theological, cultural, hermeneutical and exegetical issues facing contemporary biblical study. In addition, as other students in the Garrett-Evangelical PhD program, students are equipped to address the inter-disciplinary issues in theological study.

(2) Christian Education and Congregational Studies

This program prepares persons for teaching in theological seminaries, undergraduate church-related colleges, as well as denominational leadership in education. Students' study how Christian faith is formed and embodied in communities of faith through the integration of insights from theology and the social sciences (psychology, education, sociology, anthropology). Two key emphases of the program are (1) the traditions and practices of Christian religious education in congregations and public life that empower persons for faithful living, and (2) formation of youth in church and culture. Our interdisciplinary emphasis equips students to engage several fields in their research projects such as congregational studies, multi-cultural education, human development, qualitative research, history, and theology.

(3) Liturgical Studies

This program is designed for persons who seek advanced studies in Christian worship. Students will be prepared to become practical liturgical theologians, who contribute to the ongoing reform and renewal of Christian worship. The program will provide a strong foundation through historical, theological and pastoral study, including multi-cultural and interdisciplinary perspectives.

(4) Pastoral Theology Personality and Culture

This program prepares persons for teaching in theological seminaries, for clinical services in pastoral care and counseling settings, and for leadership within the academy, clinic and church. Students study the integration of theology and psychology with a focus on developing as pastoral psychotherapists and pastoral theologians. The program is interdisciplinary as practical theology to increase the knowledge of the theories and practices of healing and care in church and society. There are two tracks in this program. One track is for persons who want to teach or research pastoral theology from a pastoral care perspective. This track is done in residency at Garrett-Evangelical. A second clinical track is for persons beginning clinical training in affiliated pastoral counseling centers. This track includes courses at a counseling center and at Garrett-Evangelical.

(5) Theological and Ethical Studies

The PhD in Theology and Ethics program prepares its students to pursue scholarship as teaching and writing theologians in the academy and the church. It is focused particularly on preparation for teaching in theological seminaries and undergraduate church-related colleges, as well as for denominational leadership as appropriate. The concentration is based on an integration of theology and ethics, while allowing a student to have a major area of focus within the two. The concentration presupposes that these disciplines cannot ultimately be separated from each other in Christian understanding.

- Theology focus: Study of selected classical and contemporary theological constructions, with attention to their grounding in the broad stream of Christian tradition. It focuses particularly on biblical and Reformation trajectories that take seriously the issues raised in the modern and contemporary eras. A significant dimension of this engagement is the awareness of how theology contributes to moral deliberation, discourse and ethical praxis.
- Ethics focus: Study of theological ethics or Christian social and political thought; study of a specific issue such as gender, race and class relations, war and peace, technology and culture, with attention devoted to related contextual, historical, and theological issues.

(6) History of Christianity and Historical Theology

The PhD in Historical Studies primarily prepares persons for teaching in theological seminaries and undergraduate church-related colleges, as well as for denominational leadership, and productive scholarship. This concentration focuses upon historical themes, issues, and methodologies. Students in the program will study a major historical emphasis,

such as Christian origins and the Early church; the Reformations in Europe; the rise of the Reformation and the Wesleyan movement in England; the period of US Christian history; Wesleyan and Methodist Studies. Within these, more delimited time periods and subjects/themes would be selected for study and research, to include social context, theological developments, and key ecclesiastical and social issues. The program allows students to minor in another theological discipline, or earn the seminary's certificate in African American Studies.

3. PhD PROGRAM GOALS, EXPECTATIONS and ASSESSMENT

The Garrett-Evangelical PhD program shares with other seminary degree programs a focus on church leadership and ministry – preparing bold leaders for church, world, and academy. The PhD program prepares teachers and scholars for seminary, church-related colleges, universities, denominations, ecumenical agencies, and local congregations. The 2008 Self-Study stated, “its orientation is applied, or ‘practical.’ That is, it engages in studying the practices of religion and in thinking critically about them. . . . Thus, the PhD program informs leadership in parish ministry, church agencies, and other church-based service settings.” We therefore expect that our graduates’ scholarship and service will assist the church and its engagement of public life.

(1) Goals of Program

- *Knowing* – Graduates gain a knowledge and mastery of key approaches, scholarly literature, and research methods in their focused area and appropriate cognate studies.
- *Doing* – Graduates are engaged in practices of research, teaching, and leadership in academic guilds and across theological education.
- *Being* – Graduates are theologians and practical theologians contributing to the missions of the church, seminaries, and colleges.

(2) Key Expectations of Graduates

1. *Cross-disciplinary* – ability to understand the various disciplines of theological education and their methods and to work effectively in theological education.
2. *Practice-focused* – conducting scholarship and teaching that informs the leadership and ministry of the church, thereby affecting the church's ministry to public life.
3. *Global* – ability to work in a collegial atmosphere that is ethnically and racially diverse and international in composition. Attentive in research and teaching to cross-cultural and international perspectives and resources.

(3) Program Assessment *(Started 2010)*

- Within five years of graduation, our graduates will be placed in academic institutions – We expect a minimum of 50% to be employed in academic institutions.
- Within five years of graduation, our graduates will engage in Research, Teaching, and Leadership in the following ways:
 - *Publications* – We expect 50% of graduates to have published scholarly books and/or articles.

- *Professional or denominational leadership* – We expect 50% to be involved in leading workshops, publications, committees, or other denominational service.
- *Membership in scholarly and professional societies* (e.g. AAR, SBL, REA, SPT, SCE, AAPC, NAAL, etc.) – We expect 75% to be members of one scholarly or professional association in their field.
- *Associations advancing teaching in theology and religion* (Wabash Center, AAR, college teaching centers) – We expect 20% to participate in workshops, panels, or publications advancing teaching in theological education.
- Alum surveys that will ask for graduates' assessments of program goals and key expectations – We will conduct alum surveys each three years beginning in 2010.
- Review of paradigmatic assignments – Every three years, we will have a random sample of PhD dissertations in each area read and evaluated by outside readers, as books and articles are evaluated for publication.

4. PhD CURRICULUM

(1) Program Requirements

The basic PhD curriculum is made up of:

- 7 semester hours of required courses:

90-901	Hermeneutics	3 semester hours
90-903	PhD Teaching Seminar	2 semester hours
90-904	PhD Research Methods	2 semester hours

- 33 additional semester hours for each concentration, excluding Pastoral Theology, Personality and Culture Clinical track students who will take 53 hours.
- 2 Research Tools
- Qualifying Examinations
- Dissertation Proposal
- Dissertation
- See also the requirement grids beginning on page 19.

Biblical Studies

Prior to admission to this concentration a student must have completed the following: (1) Basic knowledge of Hebrew and Greek (one-year each) and an MTS or MDiv that includes at least 4 biblical studies courses.

During the PhD program Biblical Studies students must complete:

- 9 semester hours in core biblical studies courses including the following: Biblical Interpretation (3); Issues in Biblical History and Archeology (3); and Biblical Theology (3).
- 9-12 semester hours major in OT or NT.
- 6-9 semester hour minor in the other testament or another area of the theological curriculum.

- 6- 9 semester hours in electives (determined with advisor).
- In addition, 3 languages are required: Hebrew, Greek, and a modern language to enhance international and interdisciplinary study of biblical research and scholarship.

Christian Education and Congregational Studies

- 18-24 semester hours to support the student's research interest in Christian education and related disciplines, including 33-835 History and Theory of Christian Education. (Students are expected to include in their programs courses in the following areas: congregational studies, teaching and learning, human development, and history and theories of Christian education.)
- 9-12 semester hours in a cognate concentration in the theological curriculum (approved by adviser)
- 6-9 semester hours in a student's coursework are to be taken from Northwestern University or another approved university or theological school.

Liturgical Studies

- 24 semester hours in Liturgical Studies to include: 31-815 Sacramental Theology, 31-835 Liturgical Theology, 31-838 Baptism and Reaffirmation, 31-847 Eucharist, and 90-910 Ritual Studies.
- 9 semester hours in a focus area in history, Bible, theology, ethics, homiletics, or another approved area.
- 6-9 semester hours should be taken at other approved schools.

Students who choose Homiletics as their area of focus are required to complete the following courses:

- 31-915, Teaching Preaching, 3 credit hours
- 31-914, History and Theology of Homiletics, 3 credit hours
- Focused Course in Preaching, 3 credit hours

At least two of these courses must be taken at Garrett-Evangelical and no more than three credits of homiletical coursework may be transferred into the program at the discretion of the Liturgical Studies faculty.

Pastoral Theology, Personality and Culture

Track 1: Pastoral Theology Track

- 18 semester hours in Pastoral Theology (courses include history and theories, faith development, advanced Pastoral Theology, and advanced Psychology of Religion)
- 9 semester hours in a cognate concentration in the theological curriculum: church history, theology, ethics, biblical studies or another approved area (determined with advisor)
- 6 semester hours of electives at Northwestern or another university.

Track 2: Clinical Track (20 additional hours)

In addition to the above requirements, students pursuing the clinical track will need to complete the following courses for a total of 60 semester hours.

- 18 semester hours taken at the Center for Religion and Psychotherapy or an affiliated pastoral counseling center
- 2 hours of a course completing a research tool is also designated for the program

Theology and Ethics

- 18-24 semester hours to support the student's research interests in his or her chosen discipline, though students are expected to take courses in each of the concentration's cognate disciplines of Theology and Ethics, including 90-912 Readings in Theological Method
- 9-12 semester hours in a cognate Concentration or field of study in the theological curriculum
- 2-3 courses in a student's coursework are to be taken from Northwestern University or another approved university or theological school

History of Christianity and Historical Theology

- 7 semester hours of core courses required for all PhD students
- 15-18 semester hours in history (to include 6 semester hours in designated courses in applied historiography*)
- 9-12 semester hours in a cognate concentration
- 6 hours outside Garrett-Evangelical
- Course selection is done in consultation with one's advisor

Optional focus in African American Black Religious Studies

To add a focus in African American Black Religious Studies a student would take a minimum of fifteen hours of courses with specific African American/Black content, as selected by the student in consultation with the advisor. These courses would be fulfilled within the concentrations. Courses can be taken at Garrett-Evangelical Theological Seminary, Northwestern University, Trinity Evangelical Divinity School, University of Chicago Divinity School, Lutheran School of Theology, and Chicago Theological Seminary. Persons opting for this focus would have an African American/black advisor or consulting co-advisor, or as a committee member. At least one of the student's Qualifying Examination questions would be on a dimension of African American/black religion. The student's dissertation would incorporate some element relating to African American/black religious life and thought.

(2) Grading System

Grading Options

Students should indicate the grading option of letter (LG), pass/fail (P/F), or audit (AU) at the time of registration. Students admitted on a probationary basis or students on probation should take courses for letter grade (LG) until their status is changed.

Pass / Fail Guidelines

Only 90-903 PhD Teaching Seminar, 90-904 PhD Research Seminar, and course taken to complete research tools may be taken Pass/Fail.

Grading System and Symbols

a) <u>Letter Grade</u>	<u>Grade Points</u>	
A	4.0	excellent
A-	3.7	
B+	3.3	good quality expected of graduate professional students
B	3.0	
B-	2.7	
	2.5	required CUM GPA for graduation
C+	2.3	satisfactory
C	2.0	
C-	1.7	
D *	1.0	required courses must be repeated
F *	0	failure required courses must be repeated

*Does not count toward graduation requirements BUT is calculated in the CUM GPA until repeated

TQP (Total Quality Points) is the sum of the letter grades converted into grade points.

b) Grade Point Average (GPA)

The GPA is calculated using the TQP and the hours taken for letter grade or failed (GPA hours). On the transcript a GPA is given for each term as well as a cumulative GPA (CUM GPA). $GPA = TQP / GPA \text{ hours}$

c) Other notations

The following notations may also appear on a transcript and are not figured into the GPA:

AU	audit	not taken for academic credit; does not count towards graduation; may not be changed at a later date
IP	in process	courses taken over several semesters
CR	credit	learning goal achieved (A through C-)
P	pass	learning goal achieved (A through C-)
NC	no credit	no credit earned toward graduation
RD	repeated course	no quality points w/petition
RF	repeated course	no quality points w/petition
NG	no grade	grade not received
RW	rewrite	DMin rewrite required
S	satisfactory	no credits
W	withdrawn	drop after the drop/add deadline
W/P	withdrawn passing	official drop while passing
W/F	withdrawn fail	official drop while failing
Y	official extension	approved extension petition on file
DA	is the notation on the transcript when a student is dismissed for academic reasons.	
DIS	is the notation on the transcript when a student is dismissed for other than academic reasons.	

CUM GPA credits are all attempted for a letter grade.

CREDITS COMPLETED are all semester hours counted toward graduation including grades of PF.

Faculty Grade Report Due Dates

Grade reports are due in the registrar's office two weeks following last day of each semester or two weeks after student work is due for intensive terms. See the academic calendar for exact dates.

(3) Research Tools

Research tools (two or more, as required for research) must be completed prior to candidacy. Forms for both tools must be completed and signed by the advisor and the director of the program, then returned to the program coordinator. Students must demonstrate that their research tools are necessary or useful for the proposed area of research.

Criteria for the Fulfillment of Research Tool Requirements

Research tool requirements, except where noted in the clinical track of Pastoral Theology program, are in addition to coursework required for the program.

Social Sciences as a Research Tool

If a student wishes to demonstrate proficiency in historiography, ethnography, statistics, qualitative research, quantitative research, or a similar research tool, he/she must petition to take the equivalent of **2 graduate level** courses in the subjects and must demonstrate proficiency and satisfactory completion of the courses. These courses may be taken at Garrett-Evangelical, Northwestern University, or another accredited university. Independent studies may fulfill this requirement, if they are approved by the director of the program.

Language as a Research Tool

In order to demonstrate proficiency in a language related to his/her dissertation research, the student must show reading knowledge of that language in one of the following ways:

- a) The student may take an examination at Garrett-Evangelical. There are two formats available for this examination:
 - i) The student may translate an excerpt from a chapter of a book and an excerpt from an article in that language in the student's field of research. The student will be given 1 hour for each translation, and will be allowed to use a dictionary.
 - ii) The student may take a one-hour exam consisting of 2 parts:

Part 1 (40 min, 75%) is based on 3 "seen texts," articles or chapters of books relevant to the student's research chosen in consultation with the advisor. The student must answer 3 questions on this reading that test both broad and precise comprehension.

Part 2 (20 min, 25%) is based on an "unseen text" of 12-15 lines read with the aid of a dictionary. The student must answer 2 brief comprehension questions in writing or orally. Part 2 may include oral translation of part of the unseen text.
- b) The student may take a one-quarter course in a language for graduate level research at Northwestern University, the University of Chicago, or an equivalent course at any other major university. The student must demonstrate proficiency and satisfactory completion of the course.
- c) The student may document that he/she has completed an intermediate level course in the language within the last five years with a grade of "B" or better. ("Intermediate" is the equivalent of two years of a language at the college level.) If it has been longer than 5 years, the student may take the exam (see option a.) or have his or her proficiency certified by an approved tutor.
- d) A student whose native language(s) is(are) not English may count his/her native language as a research tool if the student has at least a BA level education in this

language. The Director of the PhD Program may certify a student's completion of the research tool in this case.

- e) The student may document that he/she has completed at least one semester of general university coursework taught *in the foreign language* with a grade of "B" or better while studying abroad.

For all tools not taken at ACTS, NU, or GETS a transcript or a letter from the instructor will be required to document proficiency in these research tools. Then the documentation of research tool form must be completed for each research tool and returned to the PhD coordinator.

Specific Program Area Research Tool Requirements:

Biblical Studies

- Hebrew, Greek, and a modern language
- Other ancient or modern languages as necessary for research

Christian Education and Congregational Studies

- One modern language related to field of research and one qualitative research tool or congregational studies tool (All non-language tools require satisfactory completion of two graduate-level courses).

OR

- Two modern languages
- Two qualitative or congregational studies tools. (All non-language tools require satisfactory completion of two graduate-level courses.)
- Additional tools as needed for research.

Liturgical Studies

Two languages related to field of research, ordinarily from among the following categories:

- Latin, Greek, or Hebrew
- French, German, or Spanish.
- Additional tools as needed for research.

Pastoral Theology, Personality, and Culture

Non-Clinical Track

- 1 modern language related to field of research.
- 1 quantitative or qualitative tool related to field of research. All non-language tools require satisfactory completion of two graduate-level courses.
- Additional tools as needed for research.

Clinical Track

Two hours of coursework will count towards work on one research tool.

- 1 modern language related to field of research.
- 1 quantitative or qualitative tool related to field of research. All non-language tools require satisfactory completion of two graduate-level courses. After completing all 18 hours at the Center for Religion and Psychotherapy in Chicago, one course, 3 credit hours, will count as half a tool. The student must then complete one additional graduate level quantitative or qualitative course beyond coursework.

Theology and Ethics

- 2 modern languages related to the field of research
OR
- 1 modern language and 1 qualitative research tool related to field of research (All non-language tools require satisfactory completion of two graduate-level courses).
- Additional tools as needed for research.

History of Christianity and Historical Theology

- 2 languages for academic research,
- Or a research language or pertinent research methodology A social science research tool, such as ethnography, will require satisfactory completion of two graduate-level courses.

5. FACULTY ADVISORS

Advisors in the area of the student's research interest are assigned by the Director of the PhD Program in consultation with the PhD Committee and Academic Dean. Advisor-student relationships are evaluated during the first-year assessment conference and at the time of approval of the dissertation proposal. Changes will be considered at the initiative of the student, the advisor, or the Director of the PhD Program.

6. REGISTRATION

(1) Residency

Students are required to be in residence for the equivalent of three full-time semesters (for a minimum of 18 hours). The additional courses required for the students' program must be approved by one's advisor and the Director of the PhD Program. Such courses may be taken as independent studies with Garrett-Evangelical faculty or as credit from an approved university or seminary with a PhD Program.

(2) Master's Level Courses

PhD students are allowed to take a maximum of four master's level courses (12 semester hours) during their program to be applied toward the completion of degree requirements. These courses are decided in consultation with the faculty advisor and require coordination with the Registrar's Office to complete the registration.

(3) Continuous Registration

To remain in good academic standing, students must be in continuous registration from the time they begin the program until completion.

1. Pre-Candidacy

Students are expected to be admitted to candidacy within two semesters of the completion of course work. Once coursework is complete the program coordinator will enroll the student in each semester until the completion of the program. Each year the student should complete the 'PhD Post-Coursework and Candidacy Registration Form' (found in the Appendix and on <http://MyGETS.garrett.edu>) and submit it to the registrar's office for enrollment purposes.

For the first two semesters after the completion of course work, students may register for Course # 90-980. The third semester before admission to candidacy, students are required to register for Course # 90-985. Students registered for 90-980 and 90-985 will be considered full-time students. A student is required to reach candidacy within five years of beginning coursework and to have completed **all the PhD degree requirements in 8 years**. If a student needs more than two semesters to be admitted to candidacy, he/she may petition with permission of the director of the PhD Program to continue to register for 90-985 up to the 5 year limit from the beginning of the degree program. Students should keep in mind that the total time to complete the degree is limited to 8 years.

2. Candidacy

To be admitted to candidacy, the student's examination committee makes a recommendation to the PhD Committee. The PhD Committee then makes a recommendation to the full faculty. The faculty votes on the approval of the student for admission to candidacy. Candidacy for the PhD degree will be granted only when both the qualifying exams and the dissertation proposal are fully approved by the advisor, committee members, PhD Program Director, the PhD Committee, and the Garrett-Evangelical faculty.

For the first two semesters (one year) of candidacy, the PhD Coordinator will register the student for course 90-990. For the second and third years of candidacy, the PhD Coordinator will register students for 90-995. While registered for 90-990 and 90-995, students will have full-time enrollment status. During the fourth and fifth year of candidacy, students will be registered for course 90-997, which provides them less than half-time enrollment status. Students may not take a leave of absence once they are admitted to candidacy.

3. Program Extensions during Candidacy

If the student does not complete the dissertation within five years of admission to candidacy, he or she must petition the PhD Committee for an extension in the program. A student must have completed at least one half of their dissertation with a schedule for finishing the remainder of the project before a program extension request will be considered by the PhD Committee. If such an extension is granted, the PhD Coordinator will register the student for course 90-998 PhD Extension 6th and 7th year for less than half-time enrollment status for the remainder of his or her time in the program.

If a student does not maintain continuous registration during candidacy, the student will be withdrawn from the degree program. To leave in good standing, the student must schedule an exit interview with the registrar and complete a change of status form (registrar's office). To be reinstated, one must be in good standing, must pay a reinstatement fee, and write to the PhD Committee asking for reinstatement into the PhD Program. The PhD Committee must approve the reinstatement before the student's committee may become involved again in the review of the student's dissertation.

4. Leaves of Absence

The PhD program requires continuous residency. However, there are two situations where continuous residency may be altered:

1. Medical leave of absence – In the case of a medical emergency or medical condition, students can apply to the director for a medical leave of absence. The director can grant

this leave for up to two semesters. Before re-enrolling students need to inform the director in writing that the issue which caused the leave has been resolved. The director may require additional information or references to reinstate the student. In only unusual circumstances may the leave continue for a second year; if so, the PhD committee must approve the leave and must act on reinstatement. If a student is not reinstated, his or her participation in the program is ended.

2. Financial leave of absence – Students are expected to keep their accounts in good standing. If during coursework and pre-candidacy, students are unable to keep accounts current and work out a plan with business office and director of PhD program, the student may be placed on a one semester leave of absence.

(4) Treatment of Business Holds

Business holds are automatically applied to any student with an outstanding balance. The business holds are updated periodically throughout the day.

There are three phases to these programs – coursework, pre-candidacy, and candidacy. Once a student is admitted to candidacy, the student must be continually enrolled in order to defer student loans, maintain contact with students, and keep dissertation process on-track.

1. Coursework:

Students in coursework for PhD and DMin programs will be treated the same as all other masters students and will not be allowed to register if that student has an outstanding balance. However, because of policies of donors and the program, the response to these students with business holds may need to vary on a case-by-case basis and will require the consultation of the program director.

Special attention will be paid to students lagging behind on tuition payments and with large outstanding balances. Yet, even with the “case-by-case students,” they will be expected to pay the outstanding balance or work out a payment program with the business office.

2. Pre-Candidacy and Candidacy

The Registrar’s Office will override business holds and allow students in these phases to register. In order to monitor these students, in mid-October and mid-March the Registrar will send the director of the program and the Business Office a list of PhD and DMin students with business holds.

Ultimately, any student, even those who have completed all requirements for a PhD degree, will not be awarded a degree if there is an outstanding balance on his/her account.

(5) Cross-Registration and Courses at Other Schools

1. ACTS and NU Cross-Registration Procedures

Cross-registration is processed through the Garrett-Evangelical registrar's office and is subject to the approval of the host school. As a rule, students also take Garrett-Evangelical courses along with any cross-registered courses from ACTS or Northwestern.

a) Association of Chicago Theological Seminaries (ACTS)

The ACTS catalog lists all courses open for cross-registration. It is available on the web at <http://www.actschicago.org>.

- i) For PhD students to cross-register with any ACTS seminary that offers a PhD degree they must complete the current cross-registration form. The following schools' PhD courses are listed as:

CTS	500 and 600-level
LSTC	500 and 600-level
TEDS	7500-level and above

- ii) For a PhD student to take an independent study course with any ACTS professor, including professors from the schools mentioned above:

- (1) The student consults their advisor and the PhD director following home school procedures for approval, registrar, and dean's office. A courtesy email between deans is expected.
- (2) The student would contact the professor to discuss interest in an independent study.
- (3) The student registers at the primary school, pays tuition to the primary school, and the independent study is registered at the primary school with the ACTS professor listed as instructor.
- (4) If a master's level course is part of the PhD independent study, the student does not cross-register separately for the class but attends the class as part of the independent study arrangement.

b) Northwestern University

A Garrett-Evangelical student enrolled in a degree program may take a limited number of graduate-level courses at Northwestern (300-level and above). These are normally elective courses, chosen from those listed in course schedules at <http://www.northwestern.edu/caesar/>. Information about cross-registration is available on MyGETS.

2. Courses outside of Garrett-Evangelical, Northwestern, or ACTS

With the approval of the academic dean, PhD students are eligible to complete courses from other doctoral granting institutions. These courses must satisfy requirements of the student's major or minor field of study. Prior to registration at the other institution, students need to complete a PhD Off-Campus Course Petition thereby obtaining the signature of their advisor (after approval by the field) and the signature of the PhD director. Once this form is signed the PhD coordinator will correspond with the appropriate officials at the other institution supporting the student's registration for the course.

Once the student has paid the tuition at the school of secondary registration, Garrett-Evangelical will reimburse the student up to an amount equivalent to student's scholarship for a comparable class at Garrett-Evangelical. A copy of the invoice should be presented to the director of financial aid. On completion of the course students are responsible for making sure the grade is sent from the other institution to the Garrett-Evangelical registrar's office.

3. Cross-registration limits

PhD students may take a maximum of 12 semester hours at other schools or universities.

7. ADVANCED STANDING AND TRANSFER CREDIT

Students who have completed coursework beyond an initial theological master's degree may be eligible for advanced standing for 6 semester hours of the required university courses from another doctoral granting institution. These courses can count toward meeting the coursework requirements in the field in which they are concentrating or toward a minor field of study. Students need the signature of their advisor (after approval by the field) and the signature of the PhD director. PhD Advanced Standing Forms are available on MyGETS.

Those applying to the PhD program at Garrett-Evangelical are eligible to enroll as an Enrichment Student in the year before admittance to the PhD program and to take any PhD-level course (800- or 900-level) except for the three core courses (90-901, 90-903, 90-904). A maximum of two courses (6 semester hours) may then be applied to the PhD program as outlined above.

8. COURSE INFORMATION

(1) Course Extensions Or Incomplete Grades

The coursework for an extension is to be completed within one semester for PhD students. If a student, due to unusual circumstances, needs to change the due date for an extension he or she needs to petition the director of academic studies or the academic dean. This petition requires the support and signatures of the student's advisor, professor (of the incomplete course), and director of the PhD Program. If a student has three extensions in process, he or she will not be able to register for the next semester or term.

(2) Independent Studies

PhD students are permitted 18 semester hours of independent study during their academic program.

(3) Grading Options

Other than the PhD Teaching Seminar, the PhD Research Seminar, and the completion of research tools, all coursework in the program is expected to be completed for a letter grade.

9. ENROLLMENT STATUS

(1) Full-Time Status

A minimum of 6 semester hours per semester (9 hours is preferred), plus ongoing work on research tools, research, and preparation for qualifying exams, will be considered full-time status for PhD students during the time students are enrolled in classes.

(2) Academic Probation and Dismissal

PhD students who receive a C, D or F in a course will be placed on probation. The Director of the PhD Program and advisor will be notified. A hearing including the advisor, program director, and academic dean will be held. There is a hearing after receiving the second grade of C, D or F with the possibility of dismissal.

Students whose CUM GPA falls below 2.50 have the equivalent of one full-time semester (6

semester hours) to achieve a CUM GPA of 2.50 or higher, or they will be dismissed.

10. EXPECTATIONS FOR TEACHING AND RESEARCH ASSISTANTS

(1) Research Assistants

Research Assistants (RAs) work with faculty in conducting library and/or field research that serves the interests of both the faculty member and the student. Research assistantships are available to first-year PhD students on a limited basis. These carry a stipend (presently \$1500) and expect 50 hours of Ph.D. student assistance over the course of the academic year. The RA stipend is an additional scholarship.

These assistantships will

- provide assistance for important faculty projects,
- enhance the abilities of students in research, and
- provide additional financial resources to Ph.D. students.

Under the supervision of the academic dean, the Ph.D. director will administer the assistantships. The Ph.D. director contacts students who have accepted Ph.D. admission to apply for assistantships. Faculty members selected provide supervision and instruction to a student so as to enhance her or his research skills. At the end of the year, they write an evaluation of the work of the PhD student to the PhD director.

(2) Teaching Assistants

The preparation of students for academic careers of teaching and scholarship is enhanced through Ph.D. teachings assistantships (TAs). We seek to provide at least one experience for each second-year student. The completion of the Teaching Seminar is required for serving as a TA with stipend.

The primary purpose of the TA program is to assist PhD students to develop teaching practices in their academic disciplines. TAs are expected to contribute to the quality of teaching and learning during and outside classes as arranged with faculty, generally through the following:

- occasional class presentations (when TA service is in one's discipline, a minimum of leadership of one class session is expected; faculty provide an evaluation of this work),
- leading discussion groups and review sessions
- monitoring and responding to online discussions ,
- tutoring for students,
- reading and grading assignments (the faculty member is responsible for final grade),
- supervising field assignments, etc.

In addition to attending the class, TAs are expected to provide approximately 4-5 hours per week of assistance to the faculty member or 40-65 hours per semester.

A second purpose of the TA program is to assist faculty with pedagogical needs in courses, while, at the same time, continuing the development of the teaching practices of PhD students. Some of the reasons for providing TAs are small groups required by the pedagogical style of a class; supervision of field projects in courses; or the size of a class (usually over twenty) thus

requiring grading and teaching assistance. In addition, working as a TA in an introductory course in one's discipline may enhance preparation for qualifying examinations.

Under the supervision of the academic dean, the PhD director administers the assistantships. The director consults with faculty about needs, with students about interests, and with the instructor of the PhD teaching course. After consultation, students are placed with faculty members by the director of the PhD program. Faculty members are expected to provide supervision, guidance and instruction for the TAs with whom they are working. Furthermore, at the end of the TA experience, they provide an evaluation of the student's teaching and areas of growth. Normally the TA stipend (presently \$2000) is as additional scholarship; plus up to \$200 for book expense.

(1) Doctor of Philosophy in Biblical Studies

Graduation Requirements 2012-2013

CORE CURRICULUM

COURSE# HRS	TITLE	GRADE	HRS
90-901	Hermeneutics (taken 1 st semester)		3
90-903	Teaching Seminar (taken 1st year of course work)		2
90-904	Research Seminar (taken last year of course work)		2

or approval by the field **7**

CORE BIBLICAL COURSES

COURSE#	TITLE	GRADE	HRS
	History of Biblical Interpretation: mid-1800s to present		3
11/12-910	Introduction to Biblical History and Archeology		3
	Biblical Theology		3

9

MAJOR: select one from Old Testament or New Testament

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3

9-12

MINOR: select other testament or another field in theological curriculum

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

6-9

ELECTIVES: as decided with adviser

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

6-9

Total Semester Hours 40

Independent Studies: maximum of 18 semester hours

Outside courses: maximum 12 semester hours at other institutions

Residency Requirement: 3 semesters at Garrett-Evangelical, minimum 6 hours each semester

Sexual Boundaries Workshop completed date:

11. Graduation Requirement Grids



Research languages:

Hebrew, Greek, and ANOTHER modern language as necessary for research. One-year equivalent of Hebrew and Greek at admission. Advanced work in language of major testament to be completed by end of 1st year of coursework .

Hebrew _____
Greek _____

First year evaluation report: _____

Qualifying examination committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date: _____

Dissertation Title:

(2) Doctor of Philosophy in Christian Education and Congregational Studies



**Graduation Requirements
2012-2013**

CORE CURRICULUM

COURSE# HRS	TITLE	GRADE	HRS
90-901	Biblical and Theological Hermeneutics (taken 1st semester)		3
90-903	Teaching Seminar (taken 1st year of course work)		2
90-904	Research Seminar (taken last year of course work)		2

or approval by the field **7**

MAJOR: Christian Education and related disciplines

COURSE#	TITLE	GRADE	HRS
33-835	History and Theory of Christian Ed		3
			3
			3
			3
			3
			3
			3
			3
			3
			3

18-24

MINOR: in a cognate concentration in the theological curriculum: e.g., church history, theology, ethics, biblical studies, pastoral theology, or liturgy (determined with advisor)

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3

9-12

ELECTIVES: as needed

COURSE#	TITLE	GRADE	HRS
			3
			3

Total Semester Hours 40

Independent Studies: maximum of 18 semester hours

Residency Requirement: 3 semesters at Garrett-Evangelical, minimum 6 hours each semester

Outside coursework : 6-9 semester hours are to be taken from Northwestern University or another approved university or theological school

Sexual Boundaries Workshop completed date:

Research languages and/or *research tools: 2 required (*each research tool is met by two graduate courses or equivalent)

- 1 modern language related to field of research and 1 qualitative research or congregational studies tool

OR

- 2 modern languages and 2 qualitative or congregational studies courses as part of regular course credit

First year evaluation report: _____

Qualifying examination committee:

Minimum of 3 members, 2 from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:

Minimum of 3 members, 2 from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date: _____

Dissertation Title:

(3) Doctor of Philosophy in Liturgical Studies

Graduation Requirements 2012-2013



CORE CURRICULUM

COURSE# HRS	TITLE	GRADE	HRS
90-901	Biblical and Theological Hermeneutics (taken 1st semester)		3
90-903	Teaching Seminar (taken 1st year of course work)		2
90-904	Research Seminar (taken last year of course work)		2

or approval by the field **7**

MAJOR: Liturgical Studies

COURSE#	TITLE	GRADE	HRS
31-815	Sacramental Theology		3
31-835	Liturgical Theology		3
31-838	Baptism and Reaffirmation		3
31-847	Eucharist		3
90-910	Ritual Studies		3
			3
			3
			3

24

MINOR: focus area in Church History, Biblical Studies, Theology, Ethics, Homiletics or other approved area (determined with advisor)

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

9

Total Semester Hours 40

Independent Studies: maximum of 18 semester hours

Residency Requirement: 3 semesters at Garrett-Evangelical, minimum 6 hours each semester

Outside Courses: 6-9 semester hours must be taken at other approved schools

Sexual Boundaries Workshop completed date:

NAME:
ID#:
ADVISOR:
TRANSFER CREDIT:

Research languages: 2 required

Select from Latin, Greek, or Hebrew

Select from French, German, or Spanish

First year evaluation report: _____

Qualifying examination committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date: _____

Dissertation Title:



(4) Doctor of Philosophy in Pastoral Theology, Personality and Culture

**Graduation Requirements
2012-2013**

CORE CURRICULUM

COURSE# HRS	TITLE	GRADE	
90-901	Biblical and Theological Hermeneutics (taken 1st semester)		3
90-903	Teaching Seminar (taken 1st year of course work)		2
90-904	Research Seminar (taken last year of course work)		2

or approval by the field **7**

MAJOR: Pastoral Theology

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3
			3
			3

18

MINOR: select one from Church History, Biblical Studies, Theology, or Ethics

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

9

ELECTIVES: 6 semester hours of electives at Northwestern or another university

COURSE#	TITLE	GRADE	HRS
			3
			3

6

Total Semester Hours 40

INDEPENDENT STUDIES: MAXIMUM OF 18 SEMESTER HOURS

RESIDENCY REQUIREMENT: 3 SEMESTERS AT GARRETT-EVANGELICAL, MINIMUM 6 HOURS EACH SEMESTER

Sexual Boundaries Workshop completed date:

NAME:
ID#:
ADVISOR:
TRANSFER CREDIT:

Research languages and/or *research tools: 2 required (*each research tool is met by two graduate courses or equivalent)

First year evaluation report: _____

Qualifying examination committee:
Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:
Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Prof: _____ Affiliation: _____

Date: _____

Dissertation Title:

**(5) Doctor of Philosophy in Pastoral
Theology, Personality and Culture
Clinical Track**



**Graduation Requirements
2012-2013**

CORE CURRICULUM

COURSE#	TITLE	GRADE	HRS
90-901	Biblical and Theological Hermeneutics (taken 1st semester)		3
90-903	Teaching Seminar (taken 1st year of course work)		2
90-904	Research Seminar (taken last year of course work)		2

or approval by the field **7**

MAJOR: Pastoral Theology

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3
			3
			3

18

MINOR: select one from Church History, Biblical Studies, Theology, or Ethics

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

9

ELECTIVES: 6 semester hours of electives at Northwestern or another university

COURSE#	TITLE	GRADE	HRS
			3
			3

6

Total Semester Hours 40

TRACK 2: in addition to the above requirements, taken at an affiliated pastoral counseling center

COURSE#	TITLE	GRADE	HRS
PCC-900	Human Growth and Development and Maladaptive Behavior		3
PCC-910	Counseling Theory		3
PCC-920	Counseling Techniques		3
PCC-930	Professional, Legal and Ethical Responsibilities		3
PCC-940	Social and Cultural Foundations		3
PCC-950	Supervised Residency		3

18

RESEARCH COURSE: One course taken for research tools may be applied towards the hours needed for the degree

COURSE#	TITLE	GRADE	HRS
			2

2

Total Semester Hours 60

NAME:
ID#:
ADVISOR:
TRANSFER CREDIT:

Research languages and/or *research tools: 2 required (*each research tool is met by two graduate courses or equivalent; 2 hours academic credit from one course applied towards the degree)

First year evaluation report: _____

Qualifying examination committee:
Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:
Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____

Date: _____

Dissertation Title:

INDEPENDENT STUDIES:
MAXIMUM OF 18 SEMESTER HOURS

RESIDENCY REQUIREMENT: 3 SEMESTERS AT GARRETT-EVANGELICAL, MINIMUM 6 HOURS EACH SEMESTER

(6) Doctor of Philosophy in Theological and Ethical Studies



**Graduation Requirements
2012-2013**

CORE CURRICULUM

COURSE# HRS	TITLE	GRADE	HRS
90-901	Biblical and Theological Hermeneutics (taken 1st semester)		3
90-903	Teaching Seminar (taken 1st year of course work)		2
90-904	Research Seminar (taken last year of course work)		2

or approval by the field **7**

MAJOR: select one from Theology, History or Ethics (though students are expected to take courses in each of the Concentration's three cognate disciplines of Theology, History, and Ethics)

COURSE#	TITLE	GRADE	HRS
90-912	Readings in Theological Method		3
			3
			3
			3
			3
			3
			3

18-24

INOR: in a cognate Concentration or field of study in the theological curriculum (determined with advisor)

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3

9-12

ELECTIVES: as needed

COURSE#	TITLE	GRADE	HRS
			3
			3

6

Total Semester Hours 40

Independent Studies: maximum of 18 semester hours

Residency Requirement: 3 semesters at Garrett-Evangelical, minimum 6 hours each semester

Outside coursework : 6-9 semester hours are to be taken from Northwestern University or another approved university or theological school

Sexual Boundaries Workshop completed date:

NAME:
ID#:
ADVISOR:
TRANSFER CREDIT:

Research languages and/or *research tools: 2 required (*each research tool is met by two graduate courses or equivalent)

First year evaluation report: _____

Qualifying examination committee:
Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:
Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____
Prof: _____ Affiliation: _____

Date: _____

Dissertation Title:

12. PROGRAM EVALUATIONS

(1) First-Year Assessment Conference

After the completion of 11 and before the completion of 18 semester hours, the performance of each student will be assessed by the adviser in conference with advisee using a form provided by the PhD coordinator in the Registrar's Office. Prior to assessment, other faculty in program area will be consulted on student's performance. The adviser shares the review of each student with the PhD director. If issues emerge, the adviser and PhD program director meet with the student.

The purpose of the assessment conference is to assist with the following concerns:

- academic strengths and weaknesses
- progress in research tool mastery
- participation in core courses
- outside courses
- outside committee members
- coherence of course selection
- proposed date and topics of qualifying examinations
- projected area of dissertation research

(2) Qualifying Examinations

The main purpose of qualifying exams is to show knowledge of the literature, crucial ideas, and methodologies of broad areas of study, such as History of the Reformation, Contemporary Theology, Christian Education, Liturgical History, Pastoral Theology, etc. There are several options for qualifying exams: a) a series of proctored four-hour written exams without benefit of notes or computer files which are taken over a two-week period; b) take-home exams that require detailed footnotes and are completed within one month; c) a time-limited (no more than three months) project with references.

A student will work with her or his advisor and examination committee members to develop the format and content of the exam.

Examinations should reflect competence in the general area of the doctoral concentration, an area outside of the doctoral concentration, and material related to dissertation research. Within each area of competence, one faculty person is responsible as the writer of questions to be used in the qualifying examination. Usually, the faculty member has had the student in one or more courses so that a working relationship has developed.

Each concentration's specific requirements for examinations are as follows:

Biblical Studies:

The four qualifying examinations will cover the following areas: (1) major testament; (2) cognate area; (3) a specific exam on focused area of research

(determined by adviser); and (4) dissertation research.

Christian Education and Congregational Studies:

The four qualifying examinations will cover the following areas: (1) overview of religious education; (2) cognate area; (3) social science area or congregational studies; (4) focused area of research usually related to dissertation.

Liturgical Studies:

There shall be four written exams, with two to three questions in each. Three of the exams will be in liturgical studies and one in the minor area. Students must show competency in the following areas: the histories, theologies and practices of worship (emphasizing baptism and Eucharist), sacramental and liturgical theology, and ritual studies. To accomplish this, there shall be at least one question on each of the following areas of study: History of Worship, Ritual Studies, Sacramental Theology, Eucharist, Baptism, and Liturgical Theology. Students may elect, in consultation with their advisor, to be examined in such areas as the church year, liturgical preaching, church music, or liturgical arts.

Pastoral Theology, Personality and Culture:

The four qualifying examinations will cover the following areas: (1) pastoral theology; (2) psychology of religion; (3) theology (related to area of study); (4) psychology (related to area of study).

Clinical track students are eligible to take qualifying examinations at the completion of academic work at Garrett-Evangelical Theological Seminary and at the Center for Religion and Psychotherapy in Chicago. Qualifying examinations may be taken before completing all supervised clinical hours, if necessary.

Theology and Ethics:

The qualifying exams usually encompass the following four areas: (1) overview of the selected discipline of study; (2) cognate discipline (e.g. church history, ethics, biblical studies, or theology); (3) focused area of research; (4) subject determined in consultation with advisor.

History of Christianity and Historical Theology:

4 written qualifying examinations and an oral examination, typically covering the following areas: (1) Overview of the selected discipline of study; (2) Cognate discipline (e.g., ethics, biblical studies, or theology); (3) Focused area of research; (4) Subject determined in consultation with advisor.

(3) Constitution Of Exam And Dissertation Committees

Two months before the qualifying exams, the Director of the PhD Program approves three or four faculty members to make up the student's committee, with at least two in the area of the student's concentration. Exact areas of the exams are also approved at this time. At least two committee members shall be from

Garrett-Evangelical, and at least one from another institution such as NU, an ACTS school, or an approved university. Students fill out the application for outside examiner with the outside faculty member. One faculty member is designated by the PhD committee as the student's advisor and is the primary mentor for the exams. Changes in advisor and/or committee members can be approved by the Director of the PhD program after exams depending on the research focus of the dissertation.

(4) Procedure For Written Qualifying Examinations

1. The student submits an application to the PhD Coordinator in the Registrar's Office to arrange times and place for examinations at least six weeks prior to the date of the first exam. The application includes names of committee members and titles of the exams, the proposed dates for four written exams, and the date for the oral exam. The times and dates for the exams must be during regular working hours, 8:30 a.m.-4:30 p.m., during regular work days. Exams cannot be held on weekends, holidays, or after hours. Written exams are scheduled for four hours.
2. The advisor and the Director of the PhD Program approve the exam titles, faculty committee members, and arrangements by signing the application form.
3. Students and faculty work together to design the questions and/or project focus and the criteria for competence in the areas. Exam questions will be sent to the student's advisor and the PhD Coordinator in the Registrar's Office by committee members so they can be available on the exam dates. The committee members have the prerogative to alter questions without notice to the student prior to the exam. In addition, committee members are not required to give questions to the student prior to the examination.
4. On the day of the written exam, the student is required to be on time. Any tardiness will not alter the scheduled time for the exams. The agreed upon time to begin and end will not change. Proctor of the exam will wait 15 minutes for examinee; after the 15 minute period the exam will need to be rescheduled.
5. The Registrar's Office will supply the examinee with a computer on which to take exams. The student can bring into the exam area: plain paper, a pen, food, water, and any health related items, e.g. medicine. Periodically, the proctor of the exam may check in with the student. The student may take periodic restroom breaks, but the time for the exam will not alter.
6. At the end of the allotted time for the exam, the proctor will collect the computer from the examinee, retrieve the exam from the computer, and email the original to the student and the four committee members.
7. The student may make minor editing corrections for spelling, but the content of the exam cannot be altered. If content is altered, the committee will revert to evaluating the original exam.

(5) Policies Regarding Take-Home Exams and Projects

- Location of exams can be chosen by student
- Rules for exams are agreed upon with faculty members and followed on student's honor
- Extensions for exams will be granted only in emergency circumstances
- Any projects in place of written, timed exams must be approved by the advisor and director (in consultation with the PhD committee).

A take-home exam is expected to be a polished piece of research, much like a paper submitted for publication in a journal. It is expected that students shall not ask for assistance of anyone else in the developing and constructing the essay. Moreover, if copy-editing is sought, it must be done with a person on the approved and limited PhD list held by the director of the PhD program.

(6) Procedure for Oral Qualifying Examinations

1. One week prior to the student's oral examination the student will make a final bound copy, or provide a PDF, of each examination for each member of their committee. If the exam committee will also serve as the dissertation committee, the dissertation proposal may be included in this packet and considered during the oral examination (see # 5 below). Each committee member will read the four qualifying examinations and render (a) a decision as to the adequacy of the response to her or his particular exam, and (b) an impression on the adequacy of the rest of the examination responses.
2. Oral exams are scheduled for two hours. On the day of the oral examination, committee members will meet with the student and discuss the evaluation of the exams. All committee members are expected to be present, though arrangements may be made for participation of distant members via speakerphone. If the student passes the oral examination, the committee members sign the Qualifying Exam Report recommending the advancement of the student to candidacy.
3. If all or parts of the exams are unacceptable, the faculty committee can recommend termination of the student from the PhD Program or require additional exams and/or research papers to show competence in weaker areas. If a student needs to re-take any of the exams the arrangements for these exams and the subsequent meeting with the exam committee shall be made through the registrar's office. Re-taken exams will follow the same procedures as original exams.
4. The written report on the examination result is to be returned to the PhD Coordinator in the Registrar's Office within 2 days.
5. Following successful completion of the oral exam, if not done previously,

the student will meet with the advisor and the Director of the PhD Program to put together the dissertation committee. Once the dissertation committee has been set, the student needs to schedule a meeting for review of the dissertation proposal. This meeting needs to take place within three months of the oral exam. The committee members will review the proposal and make a determination as to whether the student is adequately focused and prepared to begin research and writing of the dissertation. If the student passes the proposal presentation, the committee members sign the Dissertation Proposal Report recommending advancement of the student to candidacy.

13. DISSERTATION PROCESS

(1) Dissertation Proposal

A dissertation proposal is due within three months of the successful completion of the written qualifying exams for approval by her or his dissertation committee. The student may request the proposal at the time of qualifying exams, if the exam committee will also serve as the dissertation committee, or at a separate meeting of the dissertation committee scheduled within three months subsequent to the qualifying exams, specifically for consideration of the proposal.

1. The dissertation proposal is made up of (a) the thesis statement, (b) tentative table of contents and outline, and (c) a basic bibliography.
 - a) The thesis statement is 5-8 double-spaced pages in length and makes a case for the projected research: What is the topic? Why is it important and why is it necessary? On what previous research does it build and how does it extend that research? How is it to be done (methodology)? What primary evidence is available or will be generated? What secondary literature is relevant? What is the anticipated “original contribution to knowledge”? How long will the research and writing take? What graduation date is projected?
 - b) The table of contents and outline define the structure of the research and arguments. This outline is provisional yet important. The course of the research may require adjustments. If significant changes in the research program are indicated, there must be consultation with the advisor and/or director.
 - c) The bibliography lists primary sources and scholarly literature which is important and representative (not exhaustive). The usual length is one or two pages.
2. All dissertation proposals which involve research with human subjects must be approved by the Human Subjects Research Review Committee. Detailed information is available at the end of this handbook.
3. Students are expected to follow style manual guidelines outlined below:
 - a) Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and*

- Dissertations*. 7th Edition. Chicago: University of Chicago Press, 2007.
- b) American Psychological Association. (2001). *Publication Manual of American Psychological Association*. (5th ed.) Washington, D.C.: American Psychological Association.
 - c) *Chicago Manual of Style*. 15th edition. Chicago: University of Chicago Press, 2003.
 - d) Guidelines recommended by individual professors based on the standards of their learned societies, or as their preference of a. or b. above.

(2) Dissertation Guidelines

An abstract begins the dissertation. It should not exceed 350 words or 2450 characters. It should include the basic thesis of the dissertation.

1. The dissertation represents research designed and carried out by the student specifically for the dissertation under the faculty advisor's guidance. It can draw on previous research of the writer or of others, provided appropriate acknowledgment is made.
2. Students are expected to follow the style manual guidelines outlined below:
 - a. Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th Edition. Chicago: University of Chicago Press, 2007.
 - b. American Psychological Association. (2009). *Publication Manual of American Psychological Association*. (6th ed.) Washington, D.C.: American Psychological Association.
 - c. *Chicago Manual of Style*. 15th edition. Chicago: University of Chicago Press, 2003.
 - d. Guidelines recommended by individual professors based on the standards of their learned societies, or as their preference of a. or b. above.
 - e. Web resources for *A Manual for Writers of Term Papers, Theses, and Dissertations* and *Chicago Manual of Style* :
<http://www.wisc.edu/writing/Handbook/DocChicago.html>
3. Laying out the text: (drawn primarily from ProQuest submission guidelines)
 - a. See and follow the example title page 33.
 - b. Margins: Leave a margin of one and one-half inches on the left edge and at least one-inch on the other edges of the text. This includes headers/footers, footnotes, and images. Right margins should be justified, and all hyphenation must be carefully checked and adjusted.
 - c. Spacing: The text should be double-spaced except for block quotations, notes, captions, bibliographic entries, and long headings, which should be single-spaced with a blank line between items.

- d. **Pagination:** Every page must be assigned a page number. Although counted in the pagination, the number should not appear on the title page or other display pages. Number the preliminary pages with lower case roman numerals (iv, etc.) centered at the foot of the page, at least three-fourths of an inch from the bottom edge. Numbers for the text, illustration pages, appendix notes, bibliography or reference list, etc., with Arabic numerals centered or flush to the right margin at the top of the page three-fourths of an inch below the top edge. On pages with major headings (e.g. first page of a chapter) place the number centered at the foot of the page three-fourths of an inch from the bottom edge. Pagination of the body of the paper begins with 1 and runs consecutively to the end.
 - e. For other questions about the layout, see ProQuest submission guidelines (http://www.umi.com/products_umi/dissertations/UMI_Preparing_YourManuscriptGuide.pdf).
4. Footnotes, Endnotes, or Reference Citations, and Bibliographies or Reference lists: See Turabian or APA.
 5. Be consistent in following one of the above styles after consulting with your faculty advisor.
 6. The dissertation must be submitted to Director of the Writing Center by February 27, 2012, which is at least one month before the deadline for submission to the advisor. The director will review it and show any needed corrections in formatting and style. It is recommended that students contact her early in the fall of the year they plan to graduate. She can then provide some basic editing help through the regular Writing Center hours when students can sign up for assistance. When more extensive editing is needed, students will pay her at a rate they mutually arrange or be referred to other resources.

(3) Pro Quest

The seminary now requires the use of ProQuest to publish all MTS theses, DMin projects, and PhD dissertations. ProQuest makes the academic work available in a full text format through online academic search engines, provides electronic copies to our library, and offers printing in book format as an optional service. Submissions will be made online through a special web portal made available to students before graduation. Students are only required to submit the dissertation for Basic Publishing; additional copies and options are at the student's discretion. All fees for the service will be collected by ProQuest at time of submission. This cost is subject to change at ProQuest's discretion.

(4) Sample Title Page

Dissertation format: Left margin = 1.5"; top, bottom and right margin = 1"

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

(YOUR DISSERTATION TITLE)

A
DISSERTATION

Submitted in Partial Fulfillment
of the Requirements

for the degree

DOCTOR OF PHILOSOPHY

Field of _____

By

(Your full name)

Evanston, Illinois

(Date)

(5) Oral Defense

1. The oral defense is to be held within 8 years of admission to the degree.
2. Candidates must submit the application for dissertation defense to the registrar's office to arrange the time and place for the meeting four to six weeks prior to the date of the defense. The oral defense will be held on the seminary campus in a designated room.
3. The dissertation committee consists of 3 or 4 members. All members of the committee will be present for the defense, though arrangements may be made for participation of distant members via speakerphone or Skype. At least two committee members shall be from Garrett-Evangelical, and at least one from another institution such as NU, an ACTS school, or an approved university. Students fill out the application for outside examiner with the outside faculty member and submit it to the PhD Coordinator in the Registrar's Office for approval by the PhD Program Director. The Director of the PhD Program will need to be consulted for any proposed changes in the constitution of the dissertation committee between the proposal review and the defense.
4. The length of examination is two hours.
5. The decision of the committee regarding the awarding of the degree must be reported in writing to the registrar's office within two days using the Report on Examination of Candidate.
6. Faculty in a doctoral concentration may elect to have a candidate schedule a public presentation after approval of the dissertation by the committee. At the conclusion of the presentation, the decision of the committee regarding the awarding of the degree may be announced publicly.
7. Advisors should submit the certificate of careful editing to the registrar's office approving the final version of the dissertation by the final dissertation deadline (see academic calendar).
8. Pastoral Theology, Personality and Culture clinical track students who do not complete their supervised clinical hours by the time of graduation will be graduated from the non-clinical track.

14. HUMAN SUBJECTS RESEARCH

(1) Rationale

Both the extension of human knowledge and the demands of justice to protect the vulnerable are commitments grounded in the Christian Scriptures and tradition. Exceptional care is required when these two commitments interact. The communal nature of Christian faith also demands our mutual accountability to each other. In all of the expressions of our lives together, including our work and research, these commitments should find their fullest expression.

Any student conducting research with human subjects must give attention to the potential risks for those subjects. The researcher must identify threats to the rights or well being of persons or groups of persons who participate in any

studies conducted under the auspices of the institution. In general, classroom research projects will not need to be reviewed by the Human Subjects Research Review Committee if they present low risks to the human subjects. Examples of projects which would ordinarily involve low risk would include:

- a) Recording of data from subjects 18 or older using non-invasive procedures
- b) Anonymous voice recordings for research purposes
- c) Participation/observation in a public venue such as worship services or other community gathering places
- d) Study of existing data, documents, or records

Other research which would involve greater risks to the human subject(s) must be undertaken with the utmost care and attention to protecting confidentiality and to keeping risks at a minimum and must be reviewed by the Human Subjects Research Review Committee.

(2) ANY PERSON CONDUCTING RESEARCH WITH HUMAN SUBJECTS MUST GIVE ATTENTION TO:

- a) **Respect for persons:** The subjects must be respected. They must be informed about the nature of the research, how their confidentiality will be protected, and what form the reporting will take. Any notes or recordings must be kept under the control of the researcher and should be destroyed when the project is completed.
- b) **Risk/benefit ratio:** Any research subject must be informed about the potential risks and benefits of participating in the research project. The research subjects should be informed about the risk of loss of confidentiality. Research may uncover personal material that is painful or wounding. Some information uncovered during the conduct of classroom research may be subject to legal or ethical demands for reporting. Students who have questions about risk in their project should consult with the instructor of the class.
- c) **Confidentiality:** The research investigator will be expected to remove identifying names, locations, and dates from the report shared in class unless permission to share has been explicitly given by the human subject and all others who would be identified in the research report. In most cases, the instructor of the course will be denied access to the identity of the human subjects of the research. Research investigators are responsible for retention of research files and for destroying them when the project is complete.

(3) Human Subjects Review Types

Categories of Human Subjects Review

- a) *General Review:* All research involving human subjects should be reviewed by the HSRC.

- b) *Expedited Review*: There are certain categories of minimal risk human subjects research designated as qualifying for expedited committee review. The expedited review application must be completed, as well as the rest of the form.
- c) *Periodic Review*: All human subject research must be reviewed and approved at least once every two years. Notification of the need to submit the human subjects review form for periodic review will be sent to the investigator a month prior to the month in which annual review is to be accomplished.
- d) *Revised Projects*: Revisions of protocols and/or consent forms must be reviewed and approved by the HSRC prior to implementation.

Further information and guidelines are available through the Northwestern University Institutional Research Board at:

<http://nuinfo.northwestern.edu/research/OPRS/irb/>.

Elements of a Research Protocol A research protocol should include the following:

- a) Protocol title and date, name and address of principal investigator, site(s) where study will be performed
- b) Background, rationale, or literature review -- basis for doing the clinical research study
- c) Key questions/hypothesis
- d) Research objectives and purpose
- e) Research methods
- f) Protection of subject confidentiality
- g) Anticipated results and potential pitfalls
- h) How and where the research will be reported

(4) Responsibilities of Investigators Conducting Human Subject Research

- a) In designing a study, investigators should consider the three underlying ethical principles for conducting research with human subjects: respect for persons (informed consent); beneficence (risk/benefit ratio); and justice (equitable selection of subjects).
- b) Research investigators acknowledge and accept their responsibility for complying with all requirements of the Garrett-Evangelical HSRC.
- c) Investigators are responsible for ensuring that all research involving human subjects is submitted to the HSRC prior to initiation of research.
- d) Investigators are responsible for obtaining and documenting informed consent in accordance with federal regulations. Consent forms may only be used for one year from the date of the last protocol approval.

- e) Research investigators will promptly report proposed changes in previously approved human subject research activities to the HSRC. The proposed changes will not be initiated without HSRC review and approval, except where necessary to eliminate apparent immediate hazards to subjects.
- f) Research investigators are responsible for retention of research files and informed consent documents for at least three years after completion of the research activity.
- g) When other hospitals or institutions are participating in research protocols for which a Garrett-Evangelical investigator has primary responsibility, those institutions must possess an applicable assurance prior to involvement of human subjects in those research protocols.

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Admission to GETS PhD program: Complete pre-requisites if applicable. Apply for Advanced Standing if applicable (see handbook).

Residency: Scholarships & Loans applied toward student account.

Coursework

40 hours of course work total

****60 for clinical track in pastoral theology****

- 6 to 9 hours taken outside of GETS
- *1st year Assessment held after 11 hours are complete*
- Minimum completion time is 3 semesters
- Maximum time limit is 5 year.
- Scholarship & Loans applied the account.

Research Tools

These are taken beyond the course work for the program.

****Two hours are counted in clinical track of pastoral theology****

Any of the following make up for One Tool:

- One ancient language
- One modern language related to field of research.
- *Two graduate courses approved subjects (see handbook)*

Once tool is complete turn in Documentation of Research Tool form to PhD Coordinator

Collaborate with Advisor

Together you will build an exam and dissertation committee with one outside examiner.

Pre Candidacy: For registration each fall the student needs to complete the Post Coursework / Candidacy Registration Form and return it to the PhD Coordinator. Scholarships are not applied to student account during this time, only loans.

Qualifying Exams

Prior to exams student turns in the following forms to PhD Coordinator:

- Application for Qualifying Exams
- Request for Outside Examiner
- Dissertation Proposal Application

Complete four written Qualifying Exams and an Oral Exam.

Dissertation Proposal

Student proposes dissertation to their dissertation committee at the time of oral exam or within three months from the completion of the oral exam student proposes dissertation to their dissertation committee.

Committee Recommendation

Exam & Dissertation Committee recommend student to PhD Committee for candidacy. PhD committee recommends student for candidacy to the faculty committee.
Candidacy established.

Candidacy: Scholarships & Loans are applied for first year. The second to third year only loans can be applied. No financial aid is available after four years in candidacy.

Write Dissertation

Candidates are considered enrolled full time for 3 years, and considered part time 4 to 5 years.

Oral Dissertation Defense

Prior to defense turns in the following forms to PhD Coordinator:

- Application to Graduate
- Application for Dissertation Defense

Post Defense

Finish revisions.
Submit to committee for revisions get approval with a Certificate of Careful Editing
Submit a PDF of the dissertation to ProQuest / UMI.
Committee makes recommendation for graduation.

Graduation

Where PhD students can find classes outside of GETS

The **Association of Chicago Theological Schools (ACTS)** are twelve theological schools located in the Chicago area that provide cross-registration.

Their website is: <http://www.actschicago.org/>

Northwestern University, one can find NU courses by searching CAESAR:

<http://www.registrar.northwestern.edu>

If you cannot find the course you're seeking there, please search the department's website you wish to take the course from.

Okay. I found an ACTS course I want to take.

Complete: ACTS PhD Cross Registration form

Can you try to take this class as an independent study with a GETS, NU, or ACTS instructor?

No

Speak with your advisor to help you seek out other alternatives.

Yes

Complete: PhD Independent Study with Non-GETS Prof.

I can't find the class I want to take at an ACTS school or at NU.

Can you find this course offered somewhere else?

No

Yes

Complete: PhD Off - Campus Course Petition

Okay. I found the NU course I want to take.

Contact the department and / or the instructor of the course you wish to take. Ask for a permission to join the class. Then obtain a permission number to secure your seat in the class.

Complete: NU Course Request, NU Grade Release and NU Personal Information forms.

Go to : http://mygets.garrett.edu/ICS/Student/Student_Forms/

fill out the appropriate cross registration forms and return the forms to the GETS Registrar's office.

How does financing outside courses work?

Are you taking an ACTS or NU course?

No

Yes

Is this course for a research tool?

No

Yes

Complete: Intention to Fulfill Research Tools form

Your GETS student account will be charged the same rate as any comparable class at Garrett.

You'll pay tuition at the secondary school. Then bring an invoice for the course to the director of financial aid. We will reimburse you the percent of your scholarship at Garrett.

PhD Advanced Standing Petition

Students who have completed course work beyond an initial theological master's degree may be eligible for advanced standing for the equivalent of two courses from another doctoral granting institution. These courses can count toward meeting the coursework requirements in the field in which they are concentrating or toward a minor field of study. Students need the signature of their advisor (after approval by the field). Return to PhD coordinator in registrar's office for the signature of the PhD Director. An official copy of the transcript must be on file with the registrar's office for credit to be applied.

Name: _____ Date: _____

Please list name of institution, degree program, course number and course title for each course you believe would qualify for advanced standing (2 maximum):

	Institution	Degree Program (2 nd MA or PhD)	Course # & Title
1.	_____	_____	_____
2.	_____	_____	_____

Faculty signatures required:

1. PhD Advisor (after approval by field): _____

2. PhD director: _____

Date returned to director of academic studies: _____

PhD Advanced Standing Petition
6/20/2008

PhD First-Year Assessment Report

Student: _____

Advisor: _____

Please make entries on this form at the meeting and return it to the PhD coordinator in the registrar's office. A copy will be given to the student and the advisor.

1. Academic Performance – List strengths and areas needing attention. Note any concerns.

a) strengths

b) areas needing attention

c) concerns

2. Mastery of Research Tools (see the current *Academic Handbook* pp. 48-49 for guidelines; Languages are usually completed by graduate course work or an examination; qualitative or quantitative research tools require two classes beyond the courses required for the degree)

a) *First research tool*: what and when documented (language)

b) *Second research tool*: what and when to be documented (language or a research method depending on concentration)

c) *Additional research tools for dissertation research*:

3. Participation in Core Courses:

- a) Teaching Seminar:
- b) Research Seminar:
- c) Hermeneutics:

4. Coherence of Course Selection in program area and in cognate areas:

5. List outside courses to meet requirements:

6. Qualifying Examinations:

- a) Anticipated dates for exams: _____
- b) Anticipated topics:
 - i. _____ Professor/Institution: _____
 - ii. _____ Professor/Institution: _____
 - iii. _____ Professor/Institution: _____
 - iv. _____ Professor/Institution: _____

7. Dissertation Research: projected topic or area of research:

8. Advisor: continue or change (recommendations)

Typing name in signature field and sending form .edu e-mail address constitutes signature.

Date Evaluation Conference

Completed: _____

Required Signatures: Advisor: _____
Student: _____
Program Director _____

Intention to Fulfill Research Tools

Date: _____

Student's Name: _____

Date enrolled in program: _____
Semester Year

I intend to document proficiency in the following research tools by the dates listed:

1) Tool: _____ Date: _____

By the following means: _____

Why this tool is necessary for my research: _____

2) Tool: _____ Date: _____

By the following means: _____

Why this tool is necessary for my research: _____

Typing name in signature field and sending from .edu e-mail address constitutes signature.

Signature of Student: _____

Signature of Advisor: _____

Return completed forms to PhD coordinator in registrar's office for director's signature.

Approved by PhD director: _____ Date: _____

Criteria for the Fulfillment of Research Tool Requirements

1. If a student wishes to demonstrate proficiency in historiography, ethnography, statistics, qualitative research, quantitative research, or a similar research tool, he/she must petition to take the equivalent of 2 graduate level courses in the subject and must demonstrate proficiency & satisfactory completion of the courses. These courses may be taken at Garrett-Evangelical, Northwestern University, or another accredited university. Independent studies may fulfill this requirement, if they are approved by the director of the program. These courses are in addition to the 40 semester hours of course work required for the degree.
2. In order to demonstrate proficiency in a language related to his/her dissertation research, the student must show reading knowledge of that language in one of the following ways:
 - a) The student may take an examination at Garrett-Evangelical. There are two formats available for this examination :
 - i) The student may translate an excerpt from a chapter of a book and an excerpt from an article in that language in the student's field of research. The student will be given 1 hour for each translation, and will be allowed to use a dictionary.
 - ii) The student may take a one-hour exam consisting of 2 parts:
 - **Part 1** (40 min, 75%) is based on 3 "seen texts," articles or chapters of books relevant to the students' research chosen in consultation with the advisor. The student must answer 3 questions on this reading that test both broad and precise comprehension.
 - **Part 2** (20 min, 25%) is based on an "unseen text" of 12-15 lines read with the aid of a dictionary. The student must answer 2 brief comprehension questions in writing or orally. Part 2 may include oral translation of part of the unseen text.
 - b) The student may take a one-quarter course in a language for graduate level research at Northwestern University, the University of Chicago, or an equivalent course at any other major university. The student must demonstrate proficiency & satisfactory completion of the course.
 - c) The student may document that he/she has completed an intermediate level course in the language within the last five years with a grade of "B" or better. ("Intermediate" is the equivalent of two years of a language at the college level.) If it has been longer than 5 years, the student may take the exam (see option a.) or have his or her proficiency certified by an approved tutor.
 - d) A student whose native language is not English may count his/her native language as a research tool if the student has at least a BA level education in this language. The director of the Ph.D. program may certify a student's completion of the research tool in this case.
 - e) The student may document that he/she has completed at least one semester of general university coursework *taught in the foreign language* with a grade of "B" or better while studying abroad.
3. Transcripts and/or a letter from the instructor will be required to document proficiency in these research tools.
4. A *Documentation of Research Tool* form must also be completed for each research tool (*forms are available in the registrars office or on campus web: <http://campusweb.garrett.edu/Registrar> or at https://mygets.garrett.edu/ICS/Student/Student_Forms/*).

Independent Study Form

Student's Name: _____ Professor's Name: _____

Degree: _____ Date: _____

Grade Type: (LG or P/F) _____ Semester hours: ____

Student's Signature: _____ Professor's Signature: _____

(sending from .edu e-mail address constitutes signature)

Semester & Year	Course #	Course Title: <i>Courses offered during the academic year may not be taken as independent study</i>
	<input type="checkbox"/> -651 (masters) <input type="checkbox"/> -951 (PhD)	

Course goals:

List course requirements:

Dates: (minimum of 4 meetings)

1 _____ 2 _____

3 _____ 4 _____

Bibliography: _____

Copies: office, student, professor

PhD Independent Study with non-Garrett-Evangelical Professor

Student's Name: _____ Student's Signature: _____

Date: _____ Semester hours: _____

Professor's Name: _____ Professor's Signature: _____

Professor's School: _____ Professor's Field: _____

Professor's Address: _____

Advisor's Signature: _____ Course applies to: Major; Minor; or
Other: _____

(Typing name in signature line and sending from .edu e-mail address constitutes signature)

Semester & Year	Course # (professor's school - 951)	Course Title:
	____-951	

Course goals:

List course requirements:

Dates (minimum of 4 meetings): 1 _____ 2 _____
3 _____ 4 _____

Bibliography:

Copies: registrar, student, professor, academic dean's office

Non-GETS PhD Independent Study.frm Aug-12

Association of Chicago Theological Schools

Cross-registration and Grade Report

TO BE COMPLETED BY STUDENT

Please check for schedule revisions. Incompletes will be governed by the policies of the school of secondary registration. This form must be returned to your registrar via your campus email account. Please write "ACTS Cross-Registration Form" in the subject line.

Student Name Last First Mi
 Street Address City State Zip Code
 Email Daytime Telephone Birth Date
 School of PRIMARY registration
 School of SECONDARY registration
 Candidate for degree of

COURSE INFORMATION

Year Term Fall, January, Winter quarter, or Spring Summer (CTS, LSTC, MTS, M/L **only**)
 Course number: Title
 Section Instructor Days Time
 Semester Hours Quarter Hours
 Grade option requested Letter grade Pass/Fail Audit

 Signature of Student – please type
 (Submission of form constitutes permission to send grades to your school of primary registration)

FOR OFFICE USE ONLY

APPROVAL OF SCHOOL OF PRIMARY REGISTRATION:

 (Signature of Registrar)
 Date Student's ID#
 Course Dropped/Date

APPROVAL OF SCHOOL OF SECONDARY REGISTRATION:

 (Signature of Registrar; Dean's signature for Independent Study)
 Date Student's ID#
 ACTS Category
 Course Closed Course Cancelled

GRADE REPORT

Course number Section Title
 Date Grade Semester Hours Credit
 Comments

 Signature of Registrar

INSTRUCTIONS FOR STUDENT:

1. Before completing forms, a student wishing to cross-register should verify that the desired course is being offered by referring to the most recent course schedules available in the ACTS catalog or on the secondary school's website.
2. Forms should be completed and submitted to the registrar at your home school via your campus email account.
3. PhD students may only use this form to cross-register with an ACTS seminary that offers a PhD degree. PhD courses at:
 - a. CTS 500 and 600-level
 - b. G-ETS 800 and 900-level
 - c. LSTC 500 and 600-level
 - d. TEDS 7500-level and above

INSTRUCTIONS FOR REGISTRAR:

1. After approval at the school of primary registration, the application form shall be emailed to the Registrar's Office of the school of secondary registration.
2. The Registrar at the school of secondary registration shall process the form as necessary and return it, approved or unapproved, to the school of primary registration.
3. When the course is completed and the grade report is available, the Registrar at the school of secondary registration shall complete the Grade Report and send it to the school of primary registration.

NU Cross Registration Instructions

With the permission of your advisor, Garrett-Evangelical students are eligible to take graduate level courses at Northwestern University on a limited basis. Garrett-Evangelical students are expected to register for all their courses in the Garrett-Evangelical term that an NU course begins by the last day of Garrett-Evangelical's registration.

NU courses will be listed on the NU web site www.northwestern.edu/caesar/ and selecting the "Class schedule / descriptions." It is not necessary to use the NU login. You may view courses as a guest. On the next screen select "Search for Classes". Enter search criteria and search (e.g., the following are the results for 2009 Spring, course subject Religion, and course career The Graduate School).

The screenshot shows a Mozilla Firefox browser window displaying the CAESAR search results page. The page title is "Search for Classes - Mozilla Firefox". The address bar shows the URL: https://ses.ent.northwestern.edu/psp/s9prod/EMPLOYEE/HRMS/c/SA_LEARNER_. The page content includes a "Menu" on the left with options for "Search for Classes", "Course Catalog", and "Help". The main content area shows "Guest User" and "Search for Classes". Below this, it displays "Search Results" for the criteria: Course Subject: Religion, Course Career: The Graduate School, and Show Open Classes Only: Yes. A "START A NEW SEARCH" button is visible. The search results are filtered to show "Open" status. The first result is "RELIGION 460-0 - Seminar: Topics in Christianity". A detailed view for this section is shown, including the section number "20-LEC(42242)", status "Open", available seats "8", and wait list total. A table lists the days and times, room, instructor, and meeting dates. The table data is as follows:

Days & Times	Room	Instructor	Meeting Dates
We 2:00PM - 5:00PM	University Hall 118	Barbara Jane Newman	03/30/2009 - 06/06/2009

Below the table, it indicates "Class Attributes" and "No P/N option for this section". The second result is "RELIGION 474-0 - Studies in Judaism". The browser's taskbar at the bottom shows the Windows start button, several application icons, and the system tray with the time 3:12 PM.

It is best to have permission from your advisor before you go for a permission number. All courses (except languages) must be at the graduate level (300 or above).

A permission number from the NU department is needed. You may be able to obtain a permission number by speaking to the instructor or the department administrator.

To register complete the following:

- Confirmation of Intention to Register form
- NU Course Request,
- NU Grade Release Authorization (all are available on MyGETS, CampusWeb, or in the Garrett-Evangelical registrar's office).

Return all completed forms to the Garrett-Evangelical registrar's office. Make sure to include the permission number.

- The registrar is the Garrett official who can sign approval for the NU dual registration process and will complete the registration process at NU on your behalf.
- Make sure all NU courses are on the Student Web registration form by the end of drop/add week. (Even if the course begins later in the term.)

TIP: Reasons **not to register** through the NU Registrar's Office.

1. You are not an NU student and will receive a bill for NU tuition.
2. Your Garrett-Evangelical registration will not reflect your full-time status. This may affect your scholarships or loans at Garrett-Evangelical.
3. Courses at NU that you register on your own will not count toward graduation.
4. Sample of the NU Course Request (using sample search above):

OFFICE USE

I.D.: _____

Entry: _____

Northwestern University

EVANSTON, ILLINOIS 60201

CONFIRMATION OF INTENTION TO REGISTER

(Return this form to the office of the school concerned.)

OFFICE USE

Approved by: _____

School: _____

Dept.: _____

Date: _____

- Graduate School on Evanston Chicago Campus
- Graduate School Management (Masters Degree only)
- Graduate Division of the School of Education
- Please check one: Graduate Division of the School of Journalism
- Graduate Division of the School of Music
- Graduate Division of the School of Speech
- Graduate Division of Technological Institute

Social Security Number

□ □ □ - □ □ - □ □ □ □

Name _____ Sex Male Female

LAST FIRST MIDDLE MAIDEN

Quarter you wish to register: Fall Winter Spring Summer 19 _____

Have you ever been registered in any school of Northwestern? _____ If so, what school? _____ Evanston Chicago

Name used when previously registered at NU _____

Dates of prior attendance at NU _____ 19 _____ FROM TO 19 _____ NU I.D. number _____

Toward what degree do you intend to work? _____ Date Degree Expected _____ MONTH YEAR Dept. _____

Are you a U.S. Citizen Permanent Resident Foreign Student (Visa type _____)

Racial/Ethnic Classification (U.S. CITIZENS PERMANENT RESIDENTS ONLY) 1. American Indian 2. Black, not of Hispanic origin 3. Asian, Pacific Islander 4. Hispanic 6. White, not of Hispanic origin

Date of Birth _____ / _____ / _____ Place of Birth _____ CITY STATE Marital Status _____

Religious preference (optional) Catholic Jewish Protestant _____ Other _____

Current mailing address _____

Telephone () _____ Valid until what date _____

Address while attending NU _____ Phone () _____ IF KNOWN

Permanent Address _____ Phone () _____

Person to contact in an emergency _____ Relationship _____

Address _____ Phone () _____

List in chronological order all schools attended at which you have received or will receive a degree.

Name of College or University	From		To		Degree Granted	Date
	Mo.	Year	Mo.	Year		
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

This is to confirm my intention to register for the _____ quarter, 19 _____ in the school indicated above.

Signed _____ Date _____

NORTHWESTERN COURSE REQUEST
REGISTRAR'S OFFICE



847.866.3905 | 847.866.3884 fax | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY | www.garrett.edu

Please complete the following and submit to the Garrett-Evangelical registrar's office.
All fields are required unless otherwise noted.

Name: _____

Northwestern ID # *(if known)* _____

Quarter: _____ Year: _____

E-mail Address: _____

Phone # _____

Department: _____ Course Number: _____

Course Title: _____

Class Number: _____ Section Number: _____ Units: _____

Permission Number: _____

(Permission number comes from professor or department and must be included)

NU Authorization of Grade Disclosure

Please complete the following and submit to the Garrett-Evangelical registrar's office.
All fields are required unless otherwise noted.

Name: _____

Northwestern ID # *(if known)* _____

Quarter: _____ Year: _____

E-mail Address: _____

Phone # _____

Department: _____ Course Number: _____

Course Title: _____

Class Number: _____ Section Number: _____ Units: _____

Permission Number: _____

(Permission number comes from professor or department and must be included)

PhD Off-Campus Course Petition

Petition for Approval of Course Registration Outside of Garrett-Evangelical, NU, or ACTS

With the approval of the academic dean, PhD students are eligible to complete courses from other doctoral granting institutions. These courses must satisfy requirements of the student's major or minor field of study. Prior to registration at the other institution, students need the signature of their advisor (after approval by the field) and the signature of the PhD director. Once this form is signed the PhD coordinator will correspond to the appropriate officials at the other institution supporting the student's registration for the course.

Once the student has paid the tuition at the school of secondary registration Garrett-Evangelical will reimburse the student up to an amount equivalent to student's scholarship for a comparable class at Garrett-Evangelical (a copy of the invoice should be presented to the director of financial aid). On completion of the course students are responsible for making sure the grade is sent from the other institution to the Garrett-Evangelical registrar's office.

Name: _____ Date: _____

Concentration: _____

Please list name of institution, degree program, course number and course title(s) for each course you intend to complete.

Institution	Course Number	Course Title
1. _____	_____	_____
	Semester/Quarter Course is to be completed _____	Credit hours _____
2. _____	_____	_____
	Semester/Quarter Course is to be completed _____	Credit hours _____

Faculty signatures required:

- 1. PhD advisor (after approval by field) _____
- 2. PhD program director _____
- 3. Academic Dean _____

Returned to director of academic studies on _____
date

cc: Registrar's Office, Financial Aid, Business Office

Petition Form

Student ID# _____ Date _____

Name _____ Degree _____

Request:

Reasons for request

student's signature

Typing name in signature field and sending from garrett.edu e-mail address constitutes signature.

Signatures Required

1. Advisor _____ Support petition (Y or N)? _____
adviser's signature

If no, the reason is

2. Faculty representing the field and in support of the petition

faculty's signature field represented

Faculty comments:

Director of degree program (when required) _____

3. Director of academic studies

Granted Denied

signature Date _____

PhD Post-Coursework & Candidacy Registration Form

Name	ID#	E-mail
Current Address		
City, State, Zip	Phone	

PLEASE INDICATE YOUR PLANS FOR REGISTRATION for _____ Academic Year:

A.	Residency years (course work) Full-time status During residency years, use on-line registration.		
B.	Pre-candidacy	FALL	SPRING
1.	90-980 PhD Examination Preparation (two semesters) Full-time status	<input type="checkbox"/>	<input type="checkbox"/>
2.	90-985 Pre-candidacy continuation Full-time status	<input type="checkbox"/>	<input type="checkbox"/>
C.	Candidacy		
1.	90-990 PhD research 2 semesters required Full-time status	<input type="checkbox"/>	<input type="checkbox"/>
2.	90-995 Research continuation 4 semesters maximum Full-time status	<input type="checkbox"/>	<input type="checkbox"/>
3.	90-997 Continuing status (Years 4 & 5) Less-than half-time status	<input type="checkbox"/>	<input type="checkbox"/>
4.	90-998 PhD Extension (with petition) Less-than Half-time status	<input type="checkbox"/>	<input type="checkbox"/>

**Students must remain in registration until graduation.
 Students must defend dissertation within 5 years of admission to candidacy.**

Signature	Date
-----------	------

Typing name in signature line and sending from garret.edu e-mail address constitutes signature.

Anticipated date of graduation: _____

PhD Registration Form

Documentation of Research Tool

Date: _____

I hereby document that PhD student, _____ has demonstrated
proficiency in _____ to fulfill one research tool requirement by the
following means _____

(Attach supporting documents as needed – e.g. transcript, description of program of study, final exam, etc.)

Instructor Name: _____

Signature: _____

Approval signatures:

Student's Advisor: _____

Date:

PhD Director: _____

Date:

Typing name in signature field and sending form .edu e-mail address constitutes signature.

Return completed forms to PhD coordinator in registrar's office for PhD director's signature.

Documentation of Research Tool
6/18/2008

Request for an Outside Examiner

Directions: When a student wishes to invite a faculty outside G-ETS the top portion of this form should be filled out by the student, and then the student and the outside faculty should sign the form and return it to the registrar's office. It will then be forwarded to the PhD director for approval.

Student's name: _____

Faculty name: _____

Title: _____

Institution: _____

PhD from: _____

Phone number: _____

E-mail: _____

Mailing Address: _____

Committee: (check one) Exam Committee
 Dissertation Committee

Exam Title: _____

Dissertation Title: _____

Signatures:

Typing name in signature field and sending from .edu e-mail address constitutes signature.

Student: _____

Date: _____

Outside Faculty: _____

Date: _____

Approval of PhD director: _____

Date: _____

CC: academic dean's office

Application for Qualifying Exams

Student's Name: _____ Phone number: _____

Please give the following information regarding the four examinations the student will take:

1. _____
Date Time Professor E-mail
Subject: _____
2. _____
Date Time Professor E-mail
Subject: _____
3. _____
Date Time Professor E-mail
Subject: _____
4. _____
Date Time Professor E-mail
Subject: _____

Date of Oral Examination: _____ **Time:** _____

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Director of PhD Program: _____ Date: _____

Typing name in signature field and sending from .edu e-mail address constitutes signature.

Please submit this application to the PhD coordinator in the registrar's office at least *6 weeks* (8 weeks recommended) before the scheduled date of the first exam. Written exams are four hours (e.g., 10:00 a.m. to 2:00 p.m.) and the oral exam is two hours.

When all necessary signatures have been acquired an email confirmation of the schedule will be sent to all involved.

Revised 11/05/2009

PhD Dissertation Proposal Guidelines

A dissertation proposal is due at the same time as the written qualifying exams (unless arrangements for another date have been made with the director) for approval by her or his committee. The student may request review and approval of the proposal at the time of qualifying exams or at a separate meeting of the committee scheduled within three months subsequent to the qualifying exams, specifically for consideration of the proposal.

1. The dissertation proposal is made up of (a) the thesis statement, (b) tentative table of contents, and (c) a basic bibliography.
 - a) The thesis statement is 5-8 double-spaced pages in length and makes a case for the projected research: What is the topic? Why is it important and why is it necessary? On what previous research does it build and how does it extend that research? How is it to be done (methodology)? What primary evidence is available or will be generated? What secondary literature is relevant? What is the anticipated “original contribution to knowledge”? How long will the research and writing take? What graduation date is projected?
 - b) The table of contents and outline define the structure of the research and arguments. This outline is provisional yet important. The course of the research may require adjustments. If significant changes in the research program are indicated, there must be consultation with the advisor and/or director.
 - c) The bibliography lists primary sources and scholarly literature which is important and representative (not exhaustive). The usual length is one or two pages.
2. All dissertation proposals which involve research with human subjects must be approved by the Human Subjects Research Review Committee. Detailed information is available at the end of this handbook.
3. Students are expected to follow style manual guidelines outlined below:
 - a) Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th Edition. Chicago: University of Chicago Press, 2007.
 - b) American Psychological Association. (2001). *Publication Manual of American Psychological Association*. (5th ed.) Washington, D.C.: American Psychological Association.
 - c) *Chicago Manual of Style*. 15th edition. Chicago: University of Chicago Press, 2003.
 - d) Guidelines recommended by individual professors based on the standards of their learned societies, or as their preference of a. or b. above.

Application for Dissertation Proposal Review & Constitution of Dissertation Committee

The student will meet with the advisor and the Director of the PhD Program to put together the dissertation committee. Once the dissertation committee has been set, the student needs to schedule a meeting for review of the dissertation proposal within three months of the oral exam. The Director of the PhD Program will need to be consulted for any proposed changes in the constitution of the dissertation committee after it has been set.

Student's name: _____

ID#: _____ Phone number: _____

Garrett-Evangelical e-mail address: _____

Scheduled Date & Time of Dissertation Proposal Review: Date: _____ Time: _____

Check one: Arrangements have already been made for the room where the review will be held.

Room: _____

I request that the PhD Coordinator make room arrangements.

Committee Members/Academic Institution/Email:

Advisor: _____ Institution: _____ e-mail: _____

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Director of PhD Program: _____ Date: _____

Typing name into signature field and sending form .edu e-mail address constitutes signature.

Please submit this completed application (may be faxed to 847.866.3884, delivered or e-mailed), signed by your advisor and the PhD Director, to the PhD coordinator in the registrar's office four to six weeks before the scheduled date of the dissertation proposal review.

A confirmation memo will be e-mailed to the student and all members of the student's committee.

PhD Dissertation Guidelines

An abstract begins the dissertation. It should not exceed 350 words or 2450 characters. It should include the basic thesis of the dissertation.

1. The dissertation represents research designed and carried out by the student specifically for the dissertation under the faculty advisor's guidance. It can draw on previous research of the writer or of others, provided appropriate acknowledgment is made.
2. Students are expected to follow the style manual guidelines outlined below:
 - a. Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th Edition. Chicago: University of Chicago Press, 2007.
 - b. American Psychological Association. (2001). *Publication Manual of American Psychological Association*. (5th ed.) Washington, D.C.: American Psychological Association.
 - c. *Chicago Manual of Style*. 15th edition. Chicago: University of Chicago Press, 2003.
 - d. Guidelines recommended by individual professors based on the standards of their learned societies, or as their preference of a. or b. above.
 - e. Web resources for A Manual for Writers of Term Papers, Theses, and Dissertations and Chicago Manual of Style : <http://www.wisc.edu/writing/Handbook/DocChicago.html>
3. Laying out the text: (drawn primarily from ProQuest submission guidelines)
 - a. See and follow the example title page (next page).
 - b. Margins: Leave a margin of one and one-half inches on the left edge and at least one-inch on the other edges of the text. This includes headers/footers, footnotes, and images. Right margins should be justified, and all hyphenation must be carefully checked and adjusted.
 - c. Spacing: The text should be double-spaced except for block quotations, notes, captions, bibliographic entries, and long headings, which should be single-spaced with a blank line between items.
 - d. Pagination: Every page must be assigned a page number. Although counted in the pagination, the number should not appear on the title page or other display pages. Number the preliminary pages with lower case roman numerals (iv, etc.) centered at the foot of the page, at least three-fourths of an inch from the bottom edge. Number the text, illustration pages, appendix notes, bibliography or reference list, etc., with Arabic numerals centered or flush to the right margin at the top of the page three-fourths of an inch below the top edge. On pages with major headings (e.g. first page of a chapter) place the number centered at the foot of the page three-fourths of an inch from the bottom edge. Pagination of the body of the paper begins with 1 and runs consecutively to the end.
 - e. For other questions about the layout, see ProQuest submission guidelines at http://www.umi.com/products_umi/dissertations/UMI_PreparingYourManuscriptGuide.pdf.
4. Footnotes, Endnotes, or Reference Citations, and Bibliographies or Reference lists: See Turabian or APA.
5. Be consistent in following one of the above styles after consulting with your faculty advisor.
6. The dissertation must be submitted to Diane Capitani (in the Writing Center) at least one month before the deadline for submission to the advisor (see Academic Calendar for date). She will review it for formatting and style and show any needed corrections. It is recommended that students contact her early in the fall of the year they plan to graduate. She can then provide some basic editing help through the regular Writing Center hours when students can sign up for assistance. When more extensive editing is needed, students will pay her at a rate they mutually arrange or be referred to other resources.

ProQuest

The seminary now requires the use of ProQuest to publish all MTS theses, DMin projects, and PhD dissertations. ProQuest makes the academic work available in a full text format through online academic search engines, provides electronic copies to our library, and offers printing in book format as an optional service. Submissions will be made online through a special web portal made available to students before graduation. Students are only required to submit the dissertation for Basic Publishing; additional copies and options are at the student's discretion. All fees for the service will be collected by ProQuest at time of submission. This cost is subject to change at ProQuest's discretion.

Sample Title Page:

Dissertation format: Left margin = 1.5"; top, bottom and right margin = 1"

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY

YOUR DISSERTATION TITLE

**A
DISSERTATION**

**Submitted in Partial Fulfillment
of the Requirements**

for the degree

DOCTOR OF PHILOSOPHY

Field of _____

By

Your full name

Evanston, Illinois

date

Application for Dissertation Defense

Student's name: _____

ID#: _____ Phone number: _____

Garrett-Evangelical e-mail address: _____

Scheduled Date & Time of Dissertation Defense: Date: _____ Time: _____

Date Degree is Expected: May of (year) _____

Check one: Arrangements have already been made for the room where the oral examination will be held.
Room: _____

I request that the PhD Coordinator make room arrangements.

Committee Members/Academic Institution/Email:

Advisor: _____	Institution: _____	e-mail: _____
_____	Institution: _____	e-mail: _____
_____	Institution: _____	e-mail: _____
_____	Institution: _____	e-mail: _____

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Director of PhD Program*: _____ Date: _____

**The Director of the PhD Program will need to be consulted for any proposed changes in the constitution of the dissertation committee between the proposal review and the defense.*

Typing name into signature field and sending form .edu e-mail address constitutes signature.

Please submit this application (may be faxed to 847.866.3884, delivered or e-mailed), signed by your advisor, to the PhD coordinator in the registrar's office four to six weeks before the scheduled date of the oral defense.

Upon receipt of this application, the PhD coordinator will present it to the PhD program director for review and signature. Once this signature is obtained a confirmation memo will be e-mailed to the student and all members of the student's committee.

Certificate of Careful Editing

To the Chair of the PhD Dissertation Committee:

The student and the Chair of the PhD Dissertation Committee are requested to certify that the dissertation has been edited to conform to preparation instructions and requirements for style and format for the dissertation specified in the Academic Handbook of Garrett-Evangelical Theological Seminary. The wording of the title must be the same on the dissertation, abstract, and the Certificate of Careful Editing. The date on the title page is the date the degree is to be awarded.

Jack Seymour
Director of the PhD Program
Garrett-Evangelical

To the PhD Committee:

I certify that the dissertation entitled _____

Has been carefully edited and is ready for binding and microfilming without further editing or revision:

<u>Typed name</u>	<u>Signature</u>	<u>Date</u>
_____ Student	_____	_____ Month/Day/Year
_____ Committee Chair	_____	_____ Month/Day/Year

Typing name in signature line and sending form .edu e-mail address constitutes signature.

Return to: PhD coordinator in the registrar's office