

Doctor of Philosophy Handbook 2009-2010



**Garrett-Evangelical
Theological Seminary**
2121 Sheridan Road
Evanston, IL 60201

Jack Seymour

PhD Director

jack.seymour@garrett.edu

847.866.3891

Pfeiffer 131

Vince McGlothin-Eller

Asst. Registrar & PhD Coordinator

vince.mcglathin-eller@garrett.edu

847.866.3905

Main Bldg 215

All contents copyright © 2009, Garrett-Evangelical Theological Seminary

The editable texts of the PhD handbook are kept in the office of the registrar,
Garret-Evangelical Theological Seminary.

Garrett-Evangelical Theological Seminary
2121 Sheridan Road
Evanston, IL 60201
USA

(847) 866-3900
1-800-SEMINARY
<http://www.garrett.edu>

CONTENTS

1. PREFACE	2
2. INTRODUCTION	2
3. PhD CURRICULUM	4
(1) Program Requirements	
(2) Research Tools	
(3) Graduation Requirement Grids	
4. FACULTY ADVISORS	12
5. REGISTRATION	12
(1) Residency	
(2) Master's Level Courses	
(3) Continuous Registration	
(4) Cross-Registration and Courses at Other Schools	
6. ADVANCED STANDING AND TRANSFER CREDIT	15
7. COURSE INFORMATION	15
(1) Course Extensions or Incomplete Grades	
(2) Independent Studies	
8. ENROLLMENT STATUS	15
(1) Full-Time Status	
(2) Academic Probation and Dismissal	
9. EXPECTATIONS FOR TEACHING, RESEARCH, & TECHNOLOGY ASSISTANTS	16
10. PROGRAM EVALUATIONS	16
(1) First-Year Evaluation Conference	
(2) Qualifying Examinations	
(3) Dissertation Proposal	
11. GRADUATION	21
(1) Dissertation Guidelines	
(2) ProQuest	
(3) Sample Title Page	
(4) Oral Defense	
12. HUMAN SUBJECTS RESEARCH	24

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, the following publications relate to specific parts of the degree programs and must be consulted in relation to them:

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 Catalog is a publication containing descriptions of all courses offered and graduation requirements for each program.

The class schedule and academic calendar are available on the **Garrett-Evangelical website** (www.garrett.edu) and **campus web** (<http://campusweb.garrett.edu/>).

The Student Handbook, published by the office of student affairs, provides information on student life generally.

INTRODUCTION

The Doctor of Philosophy Program prepares persons for church leadership and 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 four concentrations:

Christian Education and Congregational Studies

This program prepares persons for teaching in theological seminaries and for 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.

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.

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 in 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 thus 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 either for students who want to teach or do research in pastoral theology from a pastoral care perspective or for experienced clinicians seeking to become scholars in the field. This track is done in residency at Garrett-Evangelical. A second clinical track is being developed for persons beginning clinical training in affiliated pastoral counseling centers. This track includes courses at a center and at Garrett-Evangelical.

Theological, Historical, and Ethical Studies

This program primarily prepares persons for teaching in theological seminaries and undergraduate church-related colleges, as well as for denominational leadership as appropriate. This Concentration is based on an integration of theology, history, and ethics, while allowing a student to have a major area of focus within these three. 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 grounding this work in the broad stream of Christian tradition. It is articulated in idioms which emerge from biblical and Reformation trajectories that take seriously the issues raised in the modern era. A significant dimension of this engagement is the awareness of how it contributes to moral deliberation, discourse and ethical praxis.
- **History focus:** Study of a major historical period, such as the Reformation in 16th century Germany or the rise of the Wesleyan movement in 18th century England; or a period of American Christian history which would include social context, theological history, and key social issues.
- **Ethics focus:** Study of fundamental 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 and topics.

PHD CURRICULUM

The basic PhD curriculum is made up of:

7 semester hours of required courses:

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

33 additional semester hours (as specified by each concentration below)

2 Research Tools

Qualifying Examinations

Dissertation Proposal

Dissertation

See also the requirement grids beginning on page 8

Christian Education and Congregational Studies

18-24 semester hours to support your research interests in Christian education and related disciplines. (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: church history, theology, ethics, biblical studies, pastoral theology, or liturgy (determined with advisor)

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*.

9 semester hours in a focus area in history, Bible, theology, ethics, or another approved area*.

*6-9 semester hours should be taken at other approved schools.

Pastoral Theology, Personality and Culture

Track 1:

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:

18 semester hours in addition to the above requirements, taken at an affiliated pastoral counseling center (for a total of 58 semester hours).

Theological, Historical, and Ethical Studies

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 three cognate disciplines of Theology, History, and Ethics.

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

Optional 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. Also 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.

Research Tools

(In addition to 40 semester hours of course work)

Research Tools (two or more, as required for research) must be completed prior to candidacy. Research tool forms must be completed and signed by the advisor and the director of the program. Students must demonstrate that research tools are necessary or useful for the proposed area of research. Specific requirements for each of the program areas are as follows:

- **Christian Education and Congregational Studies**

1 modern language related to field of research and one qualitative research or congregational studies tool (see criteria #1 below)

Or

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

Additional tools as needed for research.

- Liturgical Studies
2 languages related to field of research, ordinarily from among the following categories:
 - a) Latin, Greek, or Hebrew
 - b) French, German, or SpanishAdditional tools as needed for research

- Pastoral Theology, Personality, and Culture
1 modern language related to field of research.
1 quantitative or qualitative tool related to field of research (see criteria #1 below)
Additional tools as needed for research

- Theological, Historical, and Ethical Studies
2 modern languages related to the field of research or
1 modern language and 1 qualitative research tool related to field of research (see criteria #1 below)
Additional tools as needed for research.

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 course. 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.
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 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.
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 be completed for each research tool.

Doctor of Philosophy in Liturgical Studies

Graduation Requirements 2009-2010



CORE CURRICULUM

COURSE#	TITLE	GRADE	HRS
90-901	Biblical & 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
			3
			3
			3
			3
			3
			3
			3
			3

24

MINOR: focus area in Church History, Biblical Studies, Theology, Ethics, 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

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

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

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: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____

Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Date: _____

Dissertation Title: _____

Doctor of Philosophy in Pastoral Theology, Personality, and Culture

Graduation Requirements 2009-2010



CORE CURRICULUM

COURSE#	TITLE	GRADE	HRS
90-901	Biblical & 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: cognate concentration in the theological curriculum: church history, theology, ethics, biblical studies, or other approved area (determined with advisor)

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

9

ELECTIVES: 6 semester hours at NU or other approved 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

NAME: _____

ID#: _____

ADVISOR: _____

TRANSFER CREDIT:

Research languages &/or *research tools: 2 required (*research tools are met by two graduate courses or equivalent)

- _____
- _____

First year evaluation report: _____

Qualifying examination committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Date of candidacy: _____

Dissertation committee:

Minimum of 3 members, two from Garrett-Evangelical

Chair: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Professor: _____ Affiliation: _____

Date: _____

Dissertation Title: _____

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 evaluation 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.

REGISTRATION

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.

Master's Level Courses

PhD students are allowed to take a maximum of two master's level courses 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.

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. 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 course work 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 keeping in mind that the degree program limit is a total of 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 student must register for course 90-990. For the second and third years of candidacy, students must register for course 90-995. While students are registered for 90-990 and 90-995, they will have full-time enrollment status. During the fourth and fifth year of candidacy, students must register 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 student will register for course 90-998 PhD Extension 6th & 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 and must pay a reinstatement fee when reinstated. 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 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 one's dissertation.

Cross-Registration and Courses at Other Schools

1. ACTS & 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 a PhD student to cross-register with any ACTS seminary that offers a PhD degree use the current cross-registration form. PhD courses at:
CTS 500 and 600-level

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

- ii) For a PhD student to do an independent study with any ACTS professor including professors from the schools mentioned above:
- (1) The student consults the 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 ACTS deans have approved \$250 compensation for each student.
 - (4) 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.
 - (5) 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 Campus Web.

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 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.

3. Cross-registration limits

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

ADVANCED STANDING AND TRANSFER CREDIT

Students who have completed course work 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 course work 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 in the Registrar's Office.

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.

COURSE INFORMATION

Course Extensions or Incomplete Grades

The course work 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.

Independent Studies

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

ENROLLMENT STATUS

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.

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 PhD dismissal hearing after receiving the second grade of C, D or F.

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.

EXPECTATIONS FOR TEACHING, RESEARCH, & TECHNOLOGY ASSISTANTS

All PhD students are required to take the Teaching Seminar, after which they will be eligible to serve as Teaching Assistants (TA's) to faculty for a stipend. TA's 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, leading small discussion groups, grading papers, supervising field assignments, etc. TA placements are coordinated by the PhD director, PhD coordinator and the academic dean's office in consultation with the faculty person leading the course.

Research Assistants (RA's) 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. Faculty members will make their needs known to the PhD director who will match them with an interested incoming PhD student as available.

Technology Assistants work with faculty leading hybrid and online streaming courses. They are responsible for controlling the technological equipment and maintaining contact with online/simulcast students. Technology Assistant placements will be coordinated with the director of distance learning and the academic dean's office in consultation with the faculty person leading the course.

TA's and RA's should not be used for routine office work for faculty.

PROGRAM EVALUATIONS

First-Year Evaluation Conference

After the completion of 11 semester hours, the performance of each student will be evaluated by a committee of two persons: the student's advisor and another faculty member appointed by the PhD Committee. The evaluation is based on fall and January term grades, progress in Spring semester coursework, comments solicited from instructors, an academic paper, and the conference between the student and his/her committee. The committee will make evaluations about the student's progress in the program, recommendations for future courses and other work, and conclude with a recommendation of whether the student should continue in the program. Items of discussion at the conference are: academic strengths and weaknesses, progress in research tool mastery, participation in core courses, coherence of course selection, proposed date and topics of qualifying examinations, and projected area of dissertation research. The two faculty members on the student's committee indicate their recommendations to the PhD Committee.

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:

Christian Education and Congregational Studies: The four qualifying examinations will cover the following areas: (1) Overview of religious education; (2) Congregational studies; (3) Cognate area (church history, ethics, biblical studies, or theology); (4) Focused area of research (e.g., transformative teaching and learning, etc.)

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).

Theological and Historical Studies: 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

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.

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 and oral exams are scheduled for two 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. Any alternative projects in place of written, timed exams must be approved by the advisor and director (in consultation with the PhD committee).
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 member has the prerogative to alter questions without notice to the student prior to exam. In addition, a committee member is 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.
8. The student will make final bound copies of each examination for each committee member for their evaluation at least one week prior to the oral examination. Included in this packet is the dissertation proposal, unless a second meeting date has been arranged specifically for the approval of the proposal.
9. 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.
10. On the day of the oral examination, committee members will meet with the student and discuss the evaluation of the exams as well as the dissertation proposal. 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 and the dissertation proposal is accepted, the committee members sign the Qualifying Exam Report recommending the advancement of the student to candidacy. 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. If a student needs to schedule an additional meeting for consideration of the dissertation proposal, these arrangements shall also be made through the registrar's office.
11. The written report on the examination result is to be returned to the PhD Coordinator in the Registrar's Office within 2 days.
12. Once the exam committee recommends the student for advancement, the student's name and proposed dissertation title is presented to the PhD Committee for recommendation to the faculty. After this approval is secured, the student's name and proposed dissertation title will be sent before the faculty meeting for approval. Once the faculty votes affirmatively on the student, she or he is advanced to candidacy status. A letter of advancement will be sent to the student informing them of their status change.

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

Dissertation Proposal

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.

GRADUATION

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 (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 (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 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 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.

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

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. 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.
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).

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

- a) Categories of Human Subjects Review
 - i) *General Review:* All research involving human subjects should be reviewed by the HSRC.
 - ii) *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.
 - iii) *Periodic Review:* All human subjects 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.

- iv) *Revised Projects*: Revisions of protocols and/or consent forms must be reviewed and approved by the HSRC prior to implementation.
- b) Further information and guidelines are available through the Northwestern University Institutional Research Board at: <http://nuinfo.northwestern.edu/research/OPRS/irb/>.
- c) Elements of a Research Protocol
 - i) A research protocol should include the following:
 - ii) Protocol title and date, name and address of principal investigator, site(s) where study will be performed
 - iii) Background, rationale, or literature review -- basis for doing the clinical research study
 - iv) Key questions/hypothesis
 - v) Research objectives and purpose
 - vi) Research methods
 - vii) Protection of subject confidentiality
 - viii) Anticipated results and potential pitfalls
 - ix) 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.