Doctor of Philosophy

Program Handbook

School Year 2026 – 2027

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Contents

1. PREFACE 4

2. INTRODUCTION 4

(1) Biblical Studies 4

(2) Christian Education and Congregational Studies 4

(3) Liturgical Studies 5

(4) Pastoral Theology, Personality, and Culture 5

(5) Theological and Ethical Studies 5

(6) History of Christianity and Historical Theology 6

PhD PROGRAM OUTCOMES 6

(1) Outcomes 6

PhD CURRICULUM 7

(1) Program Requirements 7

(2) Grading System 9

Grading Options 9

Pass / Fail Guidelines 9

Only PH 903 Teaching Seminar, PH 904 Research Seminar, and course taken to complete research tools may be taken Pass/Fail 9

Grading System and Symbols 9

(3) Research Tools 11

5. FACULTY ADVISORS 13

6. REGISTRATION 13

(1) Residency 13

(2) Master's Level Courses 14

(3) Continuous Registration 14

(4) Treatment of Business Holds 16

(5) Cross-Registration and Courses at Other Schools 16

ACTS and NU Cross-Registration Procedures 16

7. ADVANCED STANDING AND TRANSFER CREDIT 18

8. COURSE INFORMATION 18

(1) Course Extensions or Incomplete Grades 18

(2) Independent Studies 18

(3) Grading Options 18

9. ENROLLMENT STATUS 18

(1) Full-Time Status 18
(2) Academic Probation and Dismissal 18
10. EXPECTATIONS FOR TEACHING AND GRADUATE ASSISTANTS 19
(1) Graduate Assistants 19
(2) Teaching Assistants 19
(1) Doctor of Philosophy in Biblical Studies 21
6-9 21
9-12 21
9 21
(4) Doctor of Philosophy in Pastoral Theology, Personality, and Culture 24
9 25
9 26
39-12 27
(7) Doctor of Philosophy in History of Christianity and Historical Theology 27
9-12 28
12. PROGRAM EVALUATIONS 28
(1) First-Year Conference 28
(2) Qualifying Examinations 29
(3) Constitution of Exam and Dissertation Committees 30
(4) Procedure for Written Qualifying Examinations 30
(5) Policies Regarding Take-Home Exams and Projects 31
(6) Procedure for Oral Qualifying Examinations 32
13. DISSERTATION PROCESS 32
(1) Dissertation Proposal 32
(2) Dissertation Guidelines 34
(3) Pro Quest 35
14. HUMAN SUBJECTS RESEARCH 36
(1) Rationale 36
(2) ANY PERSON CONDUCTING RESEARCH WITH HUMAN SUBJECTS MUST GIVE ATTENTION TO 37
(3) Human Subjects Review Types 37
(4) Responsibilities of Investigators Conducting Human Subject Research 38
15. Appendix 39

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 can access a copy of the academic handbook on MyGETS. 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/ICS).
- **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 University; 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 the Hebrew Bible or New Testament and a minor in the other testament or another area of the theological curriculum, e.g., theology, ethics, and church history (Roman era), to name a few. The Garrett-Evangelical program combines a critical historical study of the Bible (through grammatical-historical, cultural, socio-rhetorical, literary, and other approaches) and contemporary hermeneutical theory and method to provide students with wide-ranging exposure to the discipline in its current diversity and to afford them a rich engagement with interdisciplinary avenues of inquiry.

(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) the formation of youth in church and culture. Our interdisciplinary emphasis equips students to engage in several fields in their research projects such as congregational studies, multicultural 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 multicultural 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 theologians and (optionally) as pastoral psychotherapists. As a program in practical theology, it is interdisciplinary and focuses on increasing the knowledge of the theories and practices of healing and care in church and society. The concentration is designed for persons who want to teach or conduct research in pastoral theology and is completed in residence at Garrett-Evangelical. An optional clinical track prepares persons beginning clinical training in affiliated pastoral counseling centers. This track includes courses at a counseling center and at GarrettEvangelical and involves an additional estimated twelve to eighteen months.

(5) Theological and Ethical Studies

The PhD in Theological and Ethical Studies 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 Theological and Ethical Studies, 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 ethics and political thought; study of related to a specific applied issue such as gender, sexuality, race and class relations, children and youth, 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 on 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.

PhD PROGRAM OUTCOMES

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, churchrelated colleges, universities, denominations, ecumenical agencies, and local congregations.

(1) Outcomes

1. Students demonstrate an advanced knowledge of broad areas of their respective disciplines—primary sources, secondary sources, methods, and intellectual foundations.

2. Students demonstrate the ability to plan and conduct research and make contributions to their field.

3. Students develop research skills to carry into their future work as scholars.

4. Students demonstrate skills in oral and written communication to present and publish work in their field.

5. Students demonstrate competence in teaching their discipline in a designated course on pedagogy and through practical experience as teaching assistants.

6. Students demonstrate, through service in academy, church, and seminaries, the value of their discipline to the academy and community at large.

PhD CURRICULUM

(1) Program Requirements

The basic PhD curriculum is made up of:

- 7 semester hours of required courses:

PH-901	Theological Hermeneutics	3 semester hours
PH-903	PhD Teaching Seminar	2 semester hours
PH-904	PhD Research Seminar	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) One year of instruction (or its equivalent) in the language of the student's major (Greek for NT, Hebrew for HB) and an MTS or MDiv that includes at least 4 biblical studies courses.

During the PhD program Biblical Studies students must complete:

- 6 semester hours in core biblical studies courses including the following: Methods, Approaches, and Theories of Biblical Interpretation (3); Introduction to Biblical History and Archeology (3).
- 9-12 semester hours major in HB or NT.
- 6-9 semester hour minor in the other testament or another area of the theological curriculum.
- 9-12 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 CE 835 History and Theory of Christian Education and CE 837 Approaches to 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: LTRGY 815 Sacramental Theology, LTRGY 810 Liturgical Theology, LTRGY 838 Baptism and Reaffirmation, LTRGY 847 Eucharist, and PH-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:

- LTRGY 915, Teaching Preaching, 3 credit hours
- LTRGY 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.

Theological 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 cognate disciplines of Theological and Ethical Studies.

- 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 are 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 elements 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 a letter grade (LG) until their status is changed.

Pass / Fail Guidelines

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

Grading System and Symbols

a) Letter Grade		Grade Points
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 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. The Research tool intention and completion 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

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, usually French or German
- 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 the field of research.
- 1 quantitative or qualitative tool related to the 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.

Theological 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 (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 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 conference and at the time of approval of the dissertation proposal.

Advisor changes are student initiated and students are allowed to change advisors once they've completed their first-year review, after being in conversation with the current and anticipated new advisor. Students may also have a different faculty member as chair of their dissertation committee, which would be decided at the time of the dissertation proposal, after discussion with the current advisor and the anticipated dissertation chair. These changes will need to be approved by the current advisor and the PhD Director.

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

1. Pre-Candidacy

   The PhD program requires continuous residency during pre-candidacy (i.e., while undertaking course work). However, there are two situations where continuous residency may be altered:

a. Medical leave of absence – In the case of a medical emergency or medical condition, students submit a petition form to the director for a medical leave of absence. The director can grant this leave for up to two semesters. Before reenrolling students need to inform the director and the registrar's office in writing that the issue which caused the leave has been resolved. The director may require additional information or references, within the limits of disclosure laws, to reinstate the student. In unusual circumstances the leave may 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.

b. 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 the business office and director of PhD program, the student may be placed on a one semester leave of absence.

   After completion of course work, students are required to inform the program coordinator to be registered for PH-980 Exam Preparation, for one or two semesters as necessary to reach candidacy. Please refer to the Financial Aid Handbook on MyGETS regarding exam preparation registration as it relates to your scholarship. Once coursework is completed the program coordinator will enroll the student each semester until candidacy is reached. If a student needs more than two semesters to be admitted to candidacy, he/she must petition the director of the PhD Program to continue to register for PH 985 Pre-Candidacy. Students registered for PH-980 Exam Preparation and PH 985 Pre-Candidacy will be considered full-time students.

2. Candidacy

   Students are expected to be admitted to candidacy within two semesters of the completion of course work and are required to reach candidacy within five years of beginning coursework. Students in the clinical track of Pastoral Theology, Personality, and Culture have six years to complete this requirement. To be admitted to candidacy, the student's examination committee makes a recommendation to the PhD program director and the PhD Committee, who 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 PH 990 Research. For the second and third years of candidacy, the program Coordinator will register students for PH 995 Research. While registered for PH 990 Research and PH 995 Research, students will have full-time enrollment status. During the fourth and fifth year of candidacy, students will be registered for course PH 997 Research Continuance, which provides them with less than half-time enrollment status. Students may not take a leave of absence once they are admitted to candidacy.

Students must complete all PhD degree requirements in 8 years (10 years for students in the clinical track).

3. Continuous Registration

   To remain in good academic standing, students must be in continuous registration from the time they begin the program until completion. During the course-work phase, this requires registration for courses in each semester. After completing course work, the student must be in continuous registration for the appropriate exam preparation and dissertation courses.
   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 become involved again in the review of the student's dissertation.

4. Program Extensions during Pre-Candidacy and Candidacy

   Students who are unable to meet program deadlines may apply for an extension by submitting a petition to the PhD Committee using the PhD extension form on MyGETS. The limit on extensions is two semesters during the program. When a student petitions for an extension to reach candidacy, the petition must be supported by the student's advisor. 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. If such an extension is granted, the PhD Coordinator will register the student for course PH 998 PhD Extension for less than half-time enrollment status for the remainder of his or her time in the program.

(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 to defer student loans, maintain contact with students, and keep the dissertation process on-track.

1. Coursework:
   Students in coursework for PhD and DMin programs will be treated the same as all other master's 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. To keep track of 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

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 GarrettEvangelical 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 and 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 the 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 registrar's office 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, GarrettEvangelical will reimburse the student up to an amount equivalent to the 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 (PH-901 Theological Seminar, PH-903 Teaching Seminar; and PH-904 Research Seminar). 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 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. Garrett-Evangelical students taking courses at any other institution will be subject to the extension policies of the host institution.

(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 grade lower than B- 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 to review the student's

academic performance and any possible remediation. A second hearing will be called after a student receives a second grade lower than B- 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.

1929A Sherman Ave Unit 1E

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 (currently $2300) is an additional scholarship; plus, up to $200 for book expense. Normally students will be assigned as a teaching assistant in no more than one course in each semester.

10. EXPECTATIONS FOR TEACHING AND GRADUATE ASSISTANTS

(1) Graduate Assistants

Graduate Assistants (GAs) work with faculty in conducting library and/or field research that serves the interests of both the faculty member and the student. Graduate assistantships carry a stipend (currently $2300) and entail 50 hours of assistance over the course of an academic semester. The GA 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 to enhance her or his research skills. At the end of the semester, 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 making such assignments, the faculty member will consider the prior experience of the student and ways to advance the student's development as a teacher.

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 (currently $2300) is as additional scholarship; plus, up to $200 for book expense. Normally students will be assigned as a teaching assistant in no more than one course in each semester.

11. Graduation Requirement Grids
(1) Doctor of Philosophy in Biblical Studies

Graduation Requirements

CORE CURRICULUM

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

or approval by the field **7**

CORE BIBLICAL COURSES

COURSE#	TITLE	GRADE	HRS
PH 910	Methods, Approaches, and Theories of Biblical Interpretation		
PH 911	Introduction to Biblical History and Archeology		

9

MAJOR: select one from Hebrew Bible or New Testament

COURSE#	TITLE	GRADE	HRS

9-12

MINOR: SELECT OTHER TESTAMENT OR ANOTHER FIELD IN THEOLOGICAL CURRICULUM

COURSE#	TITLE	GRADE	HRS

6-9

ELECTIVES: as decided with adviser

COURSE#	TITLE	GRADE	HRS

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:

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

Graduation Requirements

CORE CURRICULUM

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

or approval by the field 7

MAJOR: Christian Education and related disciplines

COURSE#	TITLE	GRADE	HRS
CE 835	History and Theory of Christian Ed		

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

9-12

ELECTIVES: as needed

COURSE#	TITLE	GRADE	HRS

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:

(3) Doctor of Philosophy in Liturgical Studies

Graduation Requirements

CORE CURRICULUM

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

or approval by the field 7

MAJOR: Liturgical Studies

COURSE#	TITLE	GRADE	HRS
LTRGY 815	Sacramental Theology		
LTRGY 835	Liturgical Theology		
LTRGY 838	Baptism and Reaffirmation		
LTRGY 847	Eucharist		
PH 910	Ritual Studies		

24

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

COURSE#	TITLE	GRADE	HRS

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:

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

Graduation Requirements

CORE CURRICULUM

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

or approval by the field 7

MAJOR: Pastoral Theology

COURSE#	TITLE	GRADE	HRS
PCC 905	Integrative Seminar in Pastoral and Practical Theology		
PCC 840	Psychology of Religion		

18

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

COURSE#	TITLE	GRADE	HRS

9

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

COURSE#	TITLE	GRADE	HRS

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:

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

Graduation Requirements

CORE CURRICULUM

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

or approval by the field **7**

MAJOR: Pastoral Theology

COURSE#	TITLE	GRADE	HRS

18

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

COURSE#	TITLE	GRADE	HRS

9

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

COURSE#	TITLE	GRADE	HRS

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		
PCC-910	Counseling Theory		
PCC-920	Counseling Techniques		
PCC-930	Professional, Legal and Ethical Responsibilities		
PCC-940	Social and Cultural Foundations		
PCC-950	Supervised Residency		

18

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

COURSE#	TITLE	GRADE	HRS

2

Total Semester Hours 6

(6) Doctor of Philosophy in Theological and Ethical Studies

Graduation Requirements

CORE CURRICULUM

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

18-24

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

COURSE#	TITLE	GRADE	HRS

39-12

ELECTIVES: as needed

COURSE#	TITLE	GRADE	HRS

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:

(7) Doctor of Philosophy in History of Christianity and Historical Theology

Graduation Requirements

CORE CURRICULUM

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

or approval by the field 7

MAJOR: Six (6) hours should be in designated courses in applied historiography.

COURSE#	TITLE	GRADE	HRS
CE 899	Applied Historiography		

18-24

MINOR: in a cognate concentration (determined with advisor)

COURSE#	TITLE	GRADE	HRS

9-12

ELECTIVES: as needed

COURSE#	TITLE	GRADE	HRS

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:

12. PROGRAM EVALUATIONS

(1) First-Year Conference

During the first semester of the second year in residency, the faculty advisor will meet with the student for a conversation about the student's academic performance (including coursework), progress on research tools, and plans for exams and

dissertation focus. In advance of this conference, the student must prepare a portfolio of coursework done to that point. This portfolio should include papers with grades and comments from the course professors, as well as any other evidence of the student's work in the program thus far. The student submits these materials to the advisor, who examines them before the conference with the student. To gain a fuller understanding of the student's progress, the advisor is free to consult with the faculty who taught the courses represented in the portfolio.

A form for this conference, the First-Year Conference Report, provides a guide and record of the conversation between the advisor and the student. The form should be returned to the program coordinator and registrar's office.

(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 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:

<u>Biblical Studies:</u>

The four qualifying examinations will cover the following areas: (1) major testament; (2) cognate area; (3) a specific exam on a focused area of research (determined by the adviser); and (4) dissertation research.

<u>Christian Education and Congregational Studies:</u>

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 the dissertation.

<u>Liturgical Studies</u>:

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.

Theological and Ethical 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 the 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 the 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 around the student's concentration. Exact areas of the exams are also approved currently. 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 applies 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 workdays. 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

- The 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 from anyone else in 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. The written exams and the oral exam are evaluated by the committee based on the Qualifying Exams rubric.
4. 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.
5. The written report on the examination result is to be returned to the PhD Coordinator in the Registrar's Office within 2 days. The Qualifying Exams Rubric form is to be submitted to the Director of the PhD program within 2 days.
6. 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 decide 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 one's 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 after the qualifying exams, specifically for consideration of the proposal.

1. The dissertation proposal is made up of (a) the research statement, (b) a tentative table of contents in outline form (with subheadings), and (c) a basic bibliography.
   a) The research statement is 5-8 double-spaced pages in length and makes a case for the projected research
      1. What is the topic, and what is the specific research question?
      2. How did your own study of the subject lead you to this question? (be brief; more can be said about previous research, your own and that of others, under no.
      4)
      3. Why is the question important? What original contribution will the research make to your field?
      4. On what previous research will your work build and how will it extend that research?
      5. How is the research to be done? What method(s) will you use? What theoretical frameworks will be used?
      6. What primary evidence is available or will be generated?

   b) The table of contents (in outline form with subheadings) defines 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 L. *A Manual for Writers of Research, Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, 9th.,* revised by Wayne C. Booth et al. and the University of Chicago Press Editorial Staff. Chicago: The University of Chicago Press, 2018
   b) American Psychological Association. (2009). *Publication Manual of American Psychological Association*. (6th ed.) Washington, D.C.: American Psychological Association.
   c) Staff, University of Chicago Press, ed. *The Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.
   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 L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers,* 9th., revised by Wayne C. Booth et al. and the University of Chicago Press Editorial Staff. Chicago: The University of Chicago Press, 2018.
    b. American Psychological Association. (2009). *Publication Manual of American Psychological Association*. (6th ed.) Washington, D.C.: American Psychological Association.
    c. Staff, University of Chicago Press, ed. *The Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.
    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: https://www.proquest.com/products-services/dissertations/Submit-aDissertation.html.

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, 2020, 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 **(10 years for students in the clinical track).**
2. Candidates must submit the application for dissertation defense to the program coordinator 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. Under certain circumstances, when committee members or the PhD candidate are not able to be physically present, the defense may be held fully or partially online through Teams.
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 the participation of distant members via speakerphone or Teams. 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 program 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 dissertation and the oral defense are evaluated based on the Dissertation Rubric. A Dissertation Rubric form is to be completed by the adviser following the defense and submitted to the director and the program coordinator.
5. The length of the oral examination is two hours.
6. 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.
7. 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 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 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 that would involve greater risks to the human subject(s) must be undertaken with the utmost care and attention to protecting confidentiality and keep 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 the retention of research files and for destroying them when the project is complete.

(3) Human Subjects Review Types

<u>Categories of Human Subjects Review</u>

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.

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 the 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 Seminar
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.

15. Appendix

1. Forms and Documents that can be found on MyGETS
    a. Program Flow Chart
    b. PhD Advanced Standing Petition
    c. PhD First-Year Conference Report
    d. Criteria for the Fulfillment of Research Tool Requirements
    e. Research Tool Intention Form
    f. Research Tool Completion Form
    g. Independent Study Form
    h. PhD Independent Study with non-Garrett Professor
    i. PhD Off-Campus Course Petition Form
    j. Cross Registration Information
    k. ACTS Cross Registration Forms
    l. Northwestern Cross Registration Forms
    m. PhD Request for a Leave of Absence
    n. Petition Form
    o. Extension Petition Forms
    p. PhD Continuous Registration Form
    q. Application for Qualifying Exams
    r. Request for an Outside Examiner
    s. PhD Dissertation Proposal Guidelines
    t. Application for Dissertation Proposal Review and Constitution of Dissertation Committee
    u. PhD Dissertation Guidelines
    v. Application for Dissertation Defense