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# **Doctor of Philosophy Handbook**

## **2008-2009**



**Garrett-Evangelical  
Theological Seminary**  
2121 Sheridan Road  
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The editable texts of the PhD handbook are kept in the office of the registrar,  
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## 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](http://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, for teaching in undergraduate church-related colleges, and for denominational leadership in theological education. Students in the program may concentrate on one of the following areas: Christian Education, Evangelism, Church Leadership, or Church and Community. The program integrates theology and social science, qualitative research and congregational studies, and cognate coursework in anthropology, sociology, management, or education and social policy. This program also relates to the program in Pastoral Theology, Personality and Culture through common course work in practical theology and human and faith development.

### Liturgical Studies

This program is designed for persons who seek advanced studies in liturgy and worship. Graduates from this program will be prepared to contribute to the

future of Christian worship as college and seminary professors, reflective practitioners in local churches, writers, or members of denominational staffs and committees. The program will offer a strong focus in liturgical studies incorporating multi-cultural and interdisciplinary dimensions. Present faculty at Garrett-Evangelical offer resources for a contemporary approach to liturgical studies which integrates theology, history, anthropology, and practice of ministry.

#### Pastoral Theology, Personality and Culture

The purpose of this program is to increase the knowledge of the theories and practices of healing and care in church and society. The history of this field encompasses the theological foundations of healing and care, pastoral psychology, psychology of religion, and the theories and practices of pastoral counseling and psychotherapy. The purpose of the degree is to train persons for leadership in the church's task of equipping the whole people of God for the ministry of pastoral care and counseling and providing leadership in Christ's ministry of personal and society transformation. The PhD Program (1) Prepares persons who can reflect on clinical pastoral counseling and psychotherapy in response to the suffering and hope of persons and groups; (2) prepares persons to teach the theories and practices of skills of pastoral counseling and psychotherapy in churches, seminaries, colleges, universities, and social agencies; (3) prepares persons to conduct research in pastoral theology and counseling for the transformation of society and the increase of knowledge about the processes of healing.

#### Theological, Historical, and Ethical Studies

This program is based on a dynamic integration of theology, history, and ethics. It allows the student to have one of these three as a major focus, which will be integrated with the other two foci. This integration across the fields of theology, history, and ethics in Christianity allows a variety of connections across the spectrum of the three fields: e.g. social history of Christianity and history of Christian thought; historical and systematic theology; theological ethics and social ethics. The presupposition of the program is that theology, history, and ethics cannot ultimately be separated from each other in Christian understanding. Christian history must include history of Christian thought, theological reflection, and ethical praxis; theology must be understood historically and systematically and in ethical praxis; and ethics must connect both to its social praxis and to its historical and theological dimensions.

The three foci of the program would be linked in the following ways: 1) Theology focus: study of doctrinal themes and systems, both contemporary and in past Christian traditions, across the Patristic, Medieval, Reformation and Modern periods, with some attention to ethical praxis. 2) History focus: study of a major historical period, such as 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. 3) The ethics focus: study of fundamental theological ethics and/or a specific issue such as gender, race, and class relations, war and peace or ecological crisis, with attention to the social

context, history and theological reflection on the issue.

## **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 9

### **Christian Education and Congregational Studies**

18 semester hours in areas of focus (Students should gain competencies in the history and theories of their area of focus, of human and faith development, congregational studies, teaching, and theological education/practical theology)

9 semester hours in a focus area

6 semester hours at Northwestern or another approved university at a doctoral level in anthropology, human development, or qualitative research

### **Liturgical Studies**

24 semester hours in Liturgical Studies. 6-9 semester hours should be taken at Northwestern or other approved schools.

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

### **Pastoral Theology, Personality and Culture**

18 semester hours in the specialization of pastoral theology and counseling. At least half of these courses should clearly strengthen the student in the area of theological method.

9 semester hours in a focus area in history, Bible, theology, and/or ethics (or 9 semester hours in these areas that follow a theme justified by the needs of the dissertation research)

6 semester hours in doctoral-level courses at Northwestern or other approved school in the following:

Theories and skills of counseling, psychotherapy, and personality

Abnormal psychology and psychopathology, testing and appraisal  
Human growth and development theory, including career development  
Group, family, couple counseling and psychotherapy

### **Theological, Historical, and Ethical Studies**

18 semester hours in a major focus in theology, history, or ethics

9 semester hours in a minor focus in theology, history, or ethics

6 semester hours in non-Christian religious traditions or inter-religious dialogue

### **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 Spanish

Additional 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 is not English may count his/her native language as a research tool if the student has at least a BA level education



in this language. The Director of the 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 Christian Education & Congregational Studies

## Graduation Requirements 2008-2009

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: select one from Christian Education, Evangelism, Church Leadership, or Church & Community

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3
			3
			3

**18**

MINOR: 9 semester hours in a focus area

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

**9**

ELECTIVES: 6 semester hours from NU or other approved school in anthropology, human development, or qualitative research

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: \_\_\_\_\_

# Doctor of Philosophy in Liturgical Studies

## Graduation Requirements 2008-2009



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

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

**9**

**Total Semester Hours 40**

Independent Studies: maximum of 18 semester hours

Major courses: 6-9 semester taken at NU or other approved school

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 2008-2009



**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, Care, and Counseling

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3
			3
			3

**18**

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

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

**9**

ELECTIVES: from NU or other approved school in the following:

- Theories and skills of counseling, psychotherapy, and personality
- Abnormal psychology and psychopathology, testing and appraisal
- Human growth and development theory including career development
- Group, family, couple counseling, and psychotherapy

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: \_\_\_\_\_

# Doctor of Philosophy in Theological, Historical, and Ethical Studies

## Graduation Requirements 2008-2009



**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: select one from Systematic Theology, Historical Theology, of Theological Ethics

COURSE#	TITLE	GRADE	HRS
			3
			3
			3
			3
			3
			3

**18**

MINOR: select one from Systematic Theology, Historical Theology, of Theological Ethics

COURSE#	TITLE	GRADE	HRS
			3
			3
			3

**9**

INTER-RELIGIOUS DIALOGUE: non-Christian religious traditions or inter-religious dialogues

COURSE#	TITLE	GRADE	HRS
			3
			3

**6**

**Total Semester Hours 40**

Independent Studies: maximum of 18 semester hours

Major courses: maximum 6 semester hours at other institutions

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. 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 (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 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 6<sup>th</sup> & 7<sup>th</sup> 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://campus.northpark.edu/acts>.

- 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. These are normally elective courses, chosen from those listed in course schedules at <http://www.northwestern.edu/caesar/>. Information about cross-registration is available in the registrar's office.

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.

## **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**

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 AND RESEARCH 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.

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. These opportunities are less frequently available and are arranged at the request of the faculty.

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) Primary area of focus; (2) secondary focus in a field such as history, Bible, ethics, or theology; (3) a social science cognate; (4) the dissertation area.

**Liturgical Studies:** Competency is expected in the following four areas: history of worship, ritual studies, sacraments (emphasizing baptism and eucharist), and liturgical theology. In addition, students will answer questions in their minor area, and may elect 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) a focus in history, Bible, ethics, or theology; (2) a psychological discipline; (3) pastoral theology; (4) psychology of religion.

**Theological and Historical Studies:** The qualifying exams will encompass four areas: two exams in the major focus (theology, history, or ethics); one exam in a second focus; and one exam in any one of the three concentration foci or a supporting field and contextualization.

### **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 four 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

**Comment [VE1]:** What about electronic dictionaries for international students? It has happened in past.

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*. 15<sup>th</sup> 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. (2001). *Publication Manual of American Psychological Association*. (5th ed.) Washington, D.C.: American Psychological Association.
  - c. *Chicago Manual of Style*. 15<sup>th</sup> 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](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 for formatting and style and show any needed corrections. It is recommended that students contact her early in the fall of the year they plan to graduate. She can then provide some basic editing help through the regular Writing Center hours when students can sign up for assistance. When more extensive editing is needed, students will pay her at a rate they mutually arrange or be referred to other resources.



SAMPLE OF DISSERTATION TITLE PAGE

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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

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Dissertation format: Left margin = 1.5"; top, bottom and right margin = 1"; Double spaced, except single spaced footnotes/endnotes, bibliographic entries, and lists in appendices

**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).

### **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. All fees for the service will be collected by ProQuest at time of submission. The basic service is currently \$45 for master's theses and \$55 for doctoral projects and dissertations. This cost is subject to change at ProQuest's discretion.

### **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.