This manual is a digest of current policies and procedures for the Doctor of Philosophy program at Midwestern Baptist Theological Seminary. The Doctoral Studies Committee has established the policies and procedures for this program. They are subject to change at any time. For answers to questions not directly addressed in this manual, please contact the Doctoral Studies Office (816-414-3755; email docstudies@mbts.edu), which is located in the Koehn-Meyers Center for World Evangelism (room 117).
Table of Contents

Welcome

1. Admission and Student Status
   1.1. Introduction
      1.1.1. Southern Baptist Convention Seminaries Purpose Statement
      1.1.2. MBTS Mission Statement
   1.2. Purpose and Objectives of the PhD Program
      1.2.1. Purpose
      1.2.2. Doctoral Program Objectives
      1.2.3. PhD Program Objectives
   1.3. Admission
      1.3.1. Requirements for Admission
      1.3.2. Admission Procedures for US Citizens
      1.3.3. Admission Procedures for International Students
      1.3.4. Admission Notification
         1.3.4.1. Unconditional Admission
         1.3.4.2. Provisional Admission
         1.3.4.3. Non-Degree Seeking Admission
      1.3.5. Denial of Admission
   1.4. Tuition and Financial Aid
      1.4.1. Tuition
      1.4.2. Financial Aid
   1.5. Enrollment
      1.5.1. Matriculation
      1.5.2. Enrollment Policies and Procedures
      1.5.3. Interrupted Status
      1.5.4. Inactive Status
      1.5.5. Reactivation Process
      1.5.6. Academic Probation
      1.5.7. Transfer of Credits
      1.5.8. Withdrawal
         1.5.8.1. Withdrawal from the PhD Program
         1.5.8.2. Withdrawal from a Seminar
      1.5.9. Termination
   1.6. Student Portal, Blackboard, Email, and Internet
      1.6.1. Student Portal and Blackboard Accounts
      1.6.2. Student Email Account
      1.6.3. Student/Campus Wireless Internet Access (Wi-Fi)
   1.7. Doctoral Study Carrel Policy
   1.8. Candidacy
   1.9. Fellows and Adjunct Instructors

2. Program Prior to Dissertation
   2.1. Grading and Student Record
      2.1.1. Grade Scale
2.1.2. Doctoral Studies Unofficial Audit
2.2. Concentrations
2.3. Student Advisement
2.4. Language Requirements
2.5. Doctoral Core Colloquia and Seminars
  2.5.1. Required PhD Core Courses
  2.5.2. Sequence of Study
2.6. PhD Biblical Studies Seminars
  2.6.1. Biblical Studies (non-emphasis)
  2.6.2. Ethics Emphasis
  2.6.3. Ministry Emphasis
  2.6.4. Missiology Emphasis
  2.6.5. Preaching Emphasis
  2.6.6. Theology Emphasis
  2.6.7. Historical Theology Emphasis
  2.6.9. Old Testament Emphasis
  2.6.10. Apologetics Emphasis
2.7. Directed Study and Audits
  2.7.1. Directed Study
  2.7.2. Audits
2.8. Comprehensive Examinations
2.9. Course Rotation

3. Dissertation
  3.1. The Dissertation Proposal
    3.1.1. Development and Submission of the Proposal
    3.1.2. Proposal Research
    3.1.3. Style of the Proposal
    3.1.4. Format of the Proposal
    3.1.5. Submitting a Proposal
  3.2. External Reader
  3.3. Style of the Dissertation
  3.4. Length of the Dissertation
  3.5. Writing of the Dissertation
  3.6. Submission of the Dissertation Draft
  3.7. Defense of the Dissertation
  3.8. Submitting the Final Copies of the Dissertation
  3.9. Copyright and Database Submission
    3.9.1. Dissertation Copyright
    3.9.2. Database Submission

4. Forms
  4.1. Proposal Approval Sheet
  4.2. Sample Proposal Title Page
  4.3. Doctor of Philosophy Dissertation Standards
4.4. Doctor of Philosophy Oral Defense Standards
4.5. External Reader Request Form
4.6. External Reader Dissertation Defense Grade Sheet

Appendix: A Statement of Integrity in Seminary Studies
Welcome!

The Doctor of Philosophy in Biblical Studies degree offered through Midwestern Baptist Theological Seminary (MBTS) is designed to prepare students to serve in the church as teachers, pastors, and leaders on the highest academic, professional, and spiritual level. The degree trains students to develop high-level research tools, make an original contribution to a field of theological research, and improve writing, teaching, and ministerial skills. In connection with the vision of Midwestern Seminary, the degree seeks to provide competent and dedicated ministry leaders who will be faithful to the teachings of Scripture in striving to strengthen the church and its mission.

The Doctor of Philosophy (PhD) is recognized by the Association of Theological Schools (ATS) and the Higher Learning Commission of the North Central Association of Colleges and Schools as a research theological degree. The degree is intended primarily to equip persons for vocations of teaching and research in theological schools, colleges, and universities, as well as for the scholarly enhancement of ministerial practice.

The PhD differs significantly from a professional theological degree (e.g., DMin, DMiss, or EdD) in that the latter seeks understanding not for its own sake, but rather for practical ends. Therefore, the contribution is primarily to the practice of ministry with practical payoffs being a major concern.¹

On the other hand, the PhD as a research theological degree seeks primarily to understand why the way things are, investigating the purpose, theory, and content within a discipline or sphere of knowledge. Practice is not pursued for the sake of practice. Instead, the questions become: Why? Why this practice? What theological basis justifies this practice? And most important of all: What does Scripture say?

The nature of Holy Scripture demands that theological inquiry be rooted in Scripture itself. Consequently, the Bible drives correct theology, and in turn, correct theology drives correct and effective ministry. Therefore, Midwestern Seminary offers a PhD in Biblical studies in several concentrations. Each emphasis is designed to explore and ascertain the biblical mandate for the appropriate theological and ministerial reflection and practice for the church.

Noteworthy academic and/or ministerial achievement is necessary for admission into the doctoral studies programs at Midwestern. Thus, only students who have demonstrated above average academic accomplishments in a Master of Divinity, Master of Arts, or an equivalent degree program and manifest exceptional skills in ministry are admitted to Midwestern’s doctoral studies programs.

This handbook is intended to give you an overall view of the PhD program with sufficient details to provide answers to your questions as you begin the program and as a

guide through the program. Please note that this handbook is designed to provide helpful information about every phase of your doctoral journey, from the beginning to the end.

The Doctoral Office exists to help you. We welcome your questions and requests for assistance. You will receive a Doctoral Program e-Newsletter from time to time with announcements. You will also find helpful MBTS website information to use throughout the program including a frequently updated seminar calendar for you to use as you select seminars and enroll each semester.

Let’s keep the lines of communication open! Please know that we pray for you and your family and consider it a privilege to assist you on your doctoral journey.

1. Admission and Student Status

1.1. Introduction

In connection with the school’s long history of providing accredited studies on the professional doctoral level, Midwestern offers a research doctorate (PhD) in Biblical Studies with available emphases in Old Testament, New Testament, Preaching, Theology, Historical Theology, Ethics, Apologetics, Ministry, and Missiology.

1.1.1. Southern Baptist Convention Seminaries Purpose Statements

Southern Baptist theological seminaries exist to prepare God-called men and women for vocational service in Baptist churches and in other Christian ministries throughout the world through programs of spiritual development, theological studies, and practical preparation in ministry.

1.1.2. MBTS Mission Statement

Midwestern Baptist Theological Seminary serves the church by biblically educating God-called men and women to be and make disciples of Jesus Christ.

1.2. Purpose and Objectives of the PhD Program

1.2.1. Purpose

The PhD is intended primarily to equip persons for vocations of teaching and research in theological schools, colleges, and universities, or for the scholarly enhancement of ministerial practice.

1.2.2. Doctoral Program Objectives:

1. Students will master a discernible field of study.
2. Students will critically evaluate a significant problem, issue or challenge related to their chosen field of study.
3. Students will evaluate a problem, issue or challenge within the current and previous research in their chosen field of study.
4. Students will develop and defend a written dissertation in their chosen field of study.

1.2.3. PhD Program Objectives:

1. Students will master a discernible field of study within their chosen theological discipline.
2. Students will understand and demonstrate research methodologies and procedures appropriate to their chosen field of study.
3. Students will demonstrate theological inquiry and hermeneutical expertise through writing and teaching within their chosen field of study.
4. Students will exercise the liberty to develop and defend a research dissertation.
1.3. Admission

1.3.1. Requirements for Admission

Applicants seeking admission to the PhD program at MBTS must meet the general criteria for admission to the school as well as the requirements listed below.

1. Applicants must hold an earned 52+ hour master’s degree or equivalent from an accredited institution recognized by the Council for Higher Education Accreditation (www.chea.org).
2. Applicants must have a 3.0 grade point average or above on a 4.0 scale for all graduate level studies
3. Applicants must demonstrate a working knowledge of Greek and Hebrew and one modern research language normally taken prior to the beginning of the program (see below 2.4 Language Requirements). The amount of Greek and Hebrew required is dependent upon the needs of the concentration.

1.3.2. Admission Procedures for US Citizens

United States citizens seeking admission to the PhD program must:

1. Submit an online application in the MBTS website (www.mbts.edu; click “Apply Now”)
2. Request and submit to the Doctoral Studies Office official transcripts from all academic institutions previously attended
3. Provide two academic references and one personal or professional reference.
4. Submit an academic essay of approximately ten (double-spaced) pages outlining the student’s understanding of salvation and Christian ministry, identifying personal and professional goals, and explaining how entrance into the PhD program will help the student accomplish these goals;
5. Provide a completed Church Endorsement Form or letter of endorsement from your governing ministry body.

1.3.3. Admission Procedures for International Students

1. Complete items 1-5 specified above for US citizens
2. Submit TOFEL scores to the Doctoral Studies Committee (The minimum score for admission is 550 on the paper test. For the internet-based test [iBT] a minimum total score of 80 is required with a minimum of 20 on each of the Reading, Listening, Speaking, and Writing sub-sections)
3. Submit a completed International Student Certification of Finances form
4. Provide evidence of full compliance with all legal issues set forth in US law as applicable to degree-granting institutions

1.3.4. Admission Notification:
The Doctoral Studies Committee may grant admission to the PhD degree under three different categories; unconditional, provisionary, and non-degree seeking. Upon admission, the student will be enrolled in the DR 00000 Doctoral Orientation course (0 hrs) that includes study of PhD documents and other requirements. Billing for the program will start at this time unless the student makes prior arrangements in writing with the Doctoral Studies office, and those arrangements approved by the Doctoral Studies Committee. At no time will a student be allowed to postpone enrollment more than 12 months.

1.3.4.1. Unconditional Admission

Unconditional admission is granted when the applicant meets all requirements set forth in the catalog.

1.3.4.2. Provisional Admission

A student who lacks one or more requirements for full admission may be admitted with provisional status. Provisional status does not imply a negative evaluation of the student or the student’s work. However, a student who is admitted on provisional status will be required to make up any deficiencies generally within the first year of study and will be carefully evaluated in the process of the program by the Doctoral Studies Committee to assure that he or she is progressing well. Depending on the circumstances, applicants may be limited in moving through the degree program until deficiencies are resolved.

A student admitted to the PhD program with provisional status must earn a grade of B or better during the first semester of study or be placed on academic probationary status the following semester. Students lacking the required level of competency in Greek or Hebrew may be admitted provisionally with the understanding that such deficiency should be remedied as soon as possible and preferably by the end of the first year of PhD studies. Students admitted provisional may be restricted in the amount of course work allowed until such deficiencies are resolved.

An international student admitted to the program with a low TOEFL score may also be admitted with provisional status. A minimum TOEFL score of 550 on the written version, 213 on the computer version, or 80 on the online version is required. However, an international student admitted to the PhD program with a low TOEFL score must retake the TOEFL test and pass with an acceptable score by the end of their first full semester of study. Failure to successfully do so will place the student on probationary status the following semester. International students are expected to have a command of spoken English sufficient to contribute productively to colloquium and seminar discussions. International students are also expected to be able to write clear, Standard English.
1.3.4.3. Non-Degree Seeking

Qualified individuals may apply as Non-Degree Seeking (NDS) students in the PhD program. Admission as a NDS student must be approved by the Doctoral Studies Committee. Completion of a NDS student Application and a $25 non-refundable application fee will be required. NDS students may enroll in one research doctorate seminar per semester. Priority is given to degree-seeking students admitted to the doctoral studies program. NDS students will be allowed to enroll in seminars on a space available basis and only with the approval of the Director of PhD Program. They may not complete more than 12 hours of seminars without obtaining approval from the Doctoral Studies Committee prior to taking each additional seminar. Students seeking credit as NDS students will pay per credit-hour. Those seeking to take a seminar for credit must complete all of the course requirements as outlined in the seminar syllabus.

Completion of courses as a NDS student does not guarantee admission into the research doctoral program nor does it waive any other admissions requirements. Seminars taken as a NDS student may be applied toward the PhD degree program provided the seminars taken satisfy specific program requirements. The doctoral program fee at the time of final admission will be pro-rated by a set formula by the Doctoral Studies Office.
1.3.5. Denial of Admission

Applicants who are denied admission, and who wish to reapply, must wait at least one year before doing so. All requirements not previously met must be satisfied before admission is possible.

1.4. Tuition and Financial Aid

1.4.1. Current tuition prices and breakdowns may be viewed on our website at www.mbts.edu.

If a student changes status (such as SBC to non-SBC), the student will be liable for the difference or discount effective the semester following the change. Spouses enrolled in classes in the College or Seminary may qualify for a tuition reduction. Please contact the Doctoral Studies Office for details.

1.4.2. Financial Aid

The primary purpose of the financial aid program at Midwestern is to assist students who demonstrate financial need. PhD students with financial needs are encouraged to visit with the Financial Aid Coordinator in the Student Development Office in order to determine what financial options may be available. Midwestern will make a one-time match of $250.00 for any student whose church donates $500.00 toward their education. To receive the match, the church should send a cover letter identifying the student receiving the award along with a check payable to MBTS, with the student name in the memo line, to:

Midwestern Baptist Theological Seminary
Attn: Business Office
5001 North Oak Trafficway
Kansas City, MO  64118

Additional questions and clarifications regarding scholarships should be directed to the Financial Aid Office.

1.5. Enrollment

1.5.1. Matriculation

After admission to the program students must enroll in their first course within one year. A student who has registered for a seminar or colloquium is considered to have matriculated. Once matriculated the student is expected to enroll each semester until a dissertation has been submitted and successfully defended.
The Doctor of Philosophy degree is a 52 hour program usually requiring four years (eight semesters) or more of academic study.

Failure to enroll, or apply for Interrupted Status, for any semester prior to the completion of all degree requirements is considered cause for probationary status or dismissal from the program. All students, regardless of status, must maintain contact with the Doctoral Office in the form of a letter or email confirming their current status and contact information. The Doctoral Studies Committee will consider students who fail to maintain contact for withdrawal from the program. Minimum contact is considered to be once a semester. Students enrolled in DR 40980 Dissertation – Ongoing Research will be expected to file a Research Phase Project Report each semester (due June 15 and December 15).

1.5.2. Enrollment Policies and Procedures

To enroll in a seminar the student must register for the seminar by email, fax or letter prior to the published enrollment deadline. Phone enrollment will not be accepted. Registration after the first scheduled day of a seminar (the class start date for pre-seminar work, not the first day of the on campus week) up to the fourteenth day will incur a $50 late registration fee.

1.5.3. Interrupted Status

All PhD students must successfully complete at least two courses/seminars per academic year. If a student cannot maintain this standard, written notification including an explanation must be submitted to the Doctoral Studies Committee. Students not meeting this standard will be considered for Interrupted Status (first year) or Inactive Status (subsequent times) only for reasons of health, relocation, IMB/Missionary service or military service.

The maximum limit for interrupted status is one year. A $250.00 per semester fee will be charged to the student’s account for each semester on interrupted status requested before the beginning of the term. Requests made mid-term will be charged $500. Final dates that a student can request interrupted status during a semester are November 1 (for fall term) and May 1 (for spring term). Formal PhD requirements may not be completed while the student is on interrupted status. Once a student is granted interrupted status, it is assumed that the student will return the following semester. It is the student’s responsibility to request additional semesters of interrupted status. Failure to maintain enrollment when the student has not been approved for interrupted status or inactive status is interpreted as withdrawal from the program.

1.5.4. Inactive Status

Inactive status may be granted each year for up to three years. The fees for inactive status match that of interrupted status. Formal PhD requirements may not
be completed while the student is on inactive status. Time spent on interrupted or inactive status does not count toward the 8 years (16 semesters) maximum for the PhD program. Failure to maintain enrollment when the student has not been approved for interrupted status or inactive status is interpreted as withdrawal from the program. A student may not be on interrupted status and serve as a Fellow or Adjunct Instructor.

1.5.5. Reactivation Process

A student returns from interrupted status or inactive status by completing the following reactivation process.

1. Write a letter to the Doctoral Studies Committee explaining how circumstances of the student have changed so that reactivation is possible
2. Pay all fees
3. Be willing to meet with the Doctoral Studies Committee for an interview if requested
4. Receive approval from the Doctoral Studies Committee

All students, regardless of status, need to maintain regular contact with the Doctoral Studies Office. This may be done by matriculating for colloquia or seminars or in the form of a letter or email confirming the current status and mailing address. The Doctoral Studies Committee will consider students who fail to maintain contact as having withdrawn from the program.
1.5.6. Academic Probation

Students are placed on academic probation immediately following a semester in which they earn a B- or below on a course. Students receiving any grade below a B- on a doctoral course will not receive credit for that course for the degree and must retake it. It is essential that a student’s performance is academically strong during a time of probation. Normally, academic probation should not extend beyond one semester. The PhD Director may request an investigative interview with the student who is placed on academic probation and also ask faculty who are acquainted with the student’s work for an evaluation. Based on these findings, the Doctoral Studies Committee will determine whether the academic probation should be removed and the student be allowed to continue or be terminated from the program. Unless there are extenuating circumstances, a second grade of B- or below in the following semester may result in the termination of the student from the program. If the student receives two failing grades (B- or lower) in one semester, the student’s program may be terminated at the conclusion of that semester.

1.5.7. Transfer of Credits

Students may transfer doctoral level colloquia or seminars from other accredited institutions. Please note that transferring hours from another doctoral program needs to occur within six months of initial application, preferably before the first seminar. Requests for transfer must be submitted in writing to the PhD Director, and official transcripts from the accredited institution must be sent to the Doctoral Studies Office. All requests for transfer of credit will be evaluated individually by the PhD Director and confirmed by the Doctoral Studies Committee.

Midwestern transfers a limited number of credit hours for work taken at other accredited institutions. The following Association of Theological Schools (ATS) regulations apply:

(1) Up to one half of the credits required for the student’s degree program at Midwestern may be granted on the basis of transfer credits, and no more than one half of the credits required for the degree program at the transfer school may be transferred.
(2) Courses transferred must be equivalent in content and requirements to courses in the Midwestern catalog.
(3) Only courses used to meet Midwestern degree requirements will be transferred and recorded on the student’s permanent record/transcript.
(4) Only courses in which the student has received a grade of B or higher will transfer. The registrar and Doctoral Studies Committee will consider those requests involving transfer of credit from institutions accredited by other than ATS on a case-by-case basis.
1.5.8. Withdrawal

1.5.8.1. Withdrawal from the PhD Program

If a student must withdraw from the program, a letter stating intent to withdraw is to be submitted to the PhD Director or the doctoral studies office. The letter of intent to withdraw is essential if a student is to be given a withdrawal “without prejudice.” Students should seek counsel from the PhD Director and the Doctoral Studies Committee before submitting intent to withdraw letter. Students who withdraw “without prejudice” may appeal to the PhD Director and the Doctoral Studies Committee at a later date for consideration for re-instatement. Failure to maintain registration when the student has not been approved for interrupted or inactive status is interpreted as withdrawal from the program.

1.5.8.2. Withdrawal from a Seminar

Students withdrawing from or changing a seminar date once enrolled must do so by email or letter to the Doctoral Office. The following fee schedule will apply to each withdrawal request:

1. Withdrawal or Change request received 60 or more days prior to seminar: No fee
2. Withdrawal or Change request received after the end of the first day of classes through the first 50% of the class prior to seminar: $150.00
3. Withdrawal or Change request received after the first 50% of the class through the first day of in class instruction: $250.00
4. Withdrawing after the first seminar day will result in an F for the course and no withdrawal status.
5. Students not completing pre-class work may be withdrawn from the course with the grade of F.

Students who withdraw or change two seminars will be placed on academic probation and students who withdraw from three seminars will be dropped from the program. Fees will be automatically billed to the student’s business office account upon notification of withdrawal from a seminar.

1.5.9. Termination

Reasons for termination from PhD program may include, but are not limited to:

1. Failing to notify the Doctoral Studies Committee of any significant change in status or location
2. Having an accumulated GPA in doctoral studies of less than 3.0
3. Earning a grade below B in two seminars
4. Immoral conduct; Significant or repeat violation of the seminary statement on integrity
5. Failing to enroll in and successfully complete at least two seminars per academic year
6. Falling two or more semesters behind, or failure to pay tuition and fees
7. Failing to apply for reactivation at the end of interrupted or inactive status
8. Failing any seminar (grade below B-)
9. Conduct unbecoming of a minister of the Gospel;
10. Withdrawing from three seminars once enrolled;
11. Plagiarism

1.6. Student Portal, Blackboard, Email, and Internet

1.6.1. Student Portal and Blackboard System

PhD students will be issued an ID for access to MBTS Student Portal and Blackboard account. The new login ID will be formatted as follows: the first initial of the student’s first name, last name, and the last five (5) digits of the student ID number (found on the back of a student ID). For example, student John Doe with a student ID of 1001 602 15394 would have a login ID of jdoe15394. This login ID will be used to access the student’s account on the Student Portal (https://portal.mbts.edu/student_portal) and also provide access to the Blackboard system (http://online.mbts.edu). The student’s password for the Student Portal account will be the same for the account in Blackboard.

Upon enrollment in their first course, students will be granted access to the student portal. Students must pay close attention in order to login to the correct semester. After login, follow the link at the lower left of the menu titled “My Courses.” The course syllabus and other resources will be located under “Course Documents” as posted by the professor. Please note that the system defaults to the current term, so to find a January course, the viewer will need to change the parameters to the Spring term of the correct year. If you have any further questions about the student portal, please contact the MBTS IT department at 816-414-3763 or helpdesk@mbts.edu.

1.6.1. Student Email Account

A student email account will be created for each Midwestern student. The account will use the same convention as the login ID for the Student Portal. Using the John Doe example, the e-mail account would be jdoe15394@student.mbts.edu. Student email accounts can be accessed at http://mail.student.mbts.edu.

Please note that ALL college, seminary, and course related e-mail correspondence will use the new student email account.
If a student desires to utilize a secondary e-mail address (i.e. an established personal email account), simply login to the MBTS student email account and forward email correspondence to the appropriate account.

Many vendors and retailers offer benefits to students with a valid educational institution email address (.edu) including the following:


1.6.2. Student/Campus Wireless Internet Access (Wi-Fi)

MBTS has modified the wireless connectivity on campus to provide a simpler, consistent way to connect to the internet. Access is provided via a WPA-secured network that allows users to save their settings, allowing access each time students are on-campus without providing credentials. The login information for the new student wireless is:

- **SSID:** StudentWireless
- **Password/key:** mbtswireless

Placards are located throughout the campus with this information. Additional information regarding all these services can be found in the Student Technology Services Guide available for viewing and download on the Current Students section of the MBTS website ([http://www.mbts.edu/current_students](http://www.mbts.edu/current_students)).
1.7. Doctoral Study Carrel Policy

Study Carrels are assigned to doctoral students as follows:

1. PhD students may reserve a study carrel by the semester. PhD students may request carrel space by contacting the Research Librarian in the MBTS library.
2. D.Min. and D.Ed.Min. students may reserve study carrels for two weeks at a time. Professional Doctorate students may request carrel space, if available, two weeks in advance.
3. A reservation list will be maintained by the Research Librarian.
4. Masters and Undergraduate students may use unassigned carrels with permission, but may not reserve use of the carrels nor will storage keys be provided for these students.
5. Lost keys will be replaced at a cost of $25

1.8. Candidacy

A student is considered to be a Candidate for the PhD degree only after the PhD Director and the Doctoral Studies Committee has formally approved the proposal for his or her dissertation.

1.9. Fellows and Adjunct Instructors

A PhD student in good standing may be asked by a member of the MBTS faculty to serve as a fellow during the course of an academic semester. Fellows normally serve the professor as a grader and research assistant, and on occasions may fill in for the professor during an absence. Fellows must be approved by the Academic Dean’s office and hours and remuneration is set by the Dean.

In addition, qualified PhD students in good standing may be enlisted by the Academic Dean for service as adjunctive instructors at the undergraduate or online level. Qualified instructors will possess an appropriate Master’s degree, relevant experience, and meet all the teaching requirements of the Seminary. Students interested in teaching should contact the Online Degree office and the Academic Dean’s office for applications.

PhD Candidates (students having completed the dissertation proposal stage) may also be enlisted by the Academic Dean to serve as adjunctive instructors in the foundational courses of the Master’s level programs. Qualified instructors will possess an appropriate Master’s degree, relevant experience, and meet all the teaching requirements of the Seminary.

2. Program Prior to Dissertation
2.1. Grading and Student Record

A grade of B- is the minimum grade that will be regarded as passing and credited toward a PhD degree. However, students who receive a B- will be automatically placed on academic probation. Students receiving two B- grades in one semester may face termination of the program (see section 1.5.6. Academic Probation). Students must maintain a 3.0 grade point average in the program.

2.1.1. Grade Scale

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>A 97-100</th>
<th>A- 94-96</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+ 90-93</td>
<td>B 87-89</td>
<td>B- 85-86</td>
</tr>
<tr>
<td>C+ 82-84</td>
<td>C 78-81</td>
<td>C- 76-77</td>
</tr>
<tr>
<td>D+ 73-75</td>
<td>D 69-72</td>
<td>D- 65-68</td>
</tr>
</tbody>
</table>

2.1.2. Doctoral Studies Unofficial Audit

A list of completed work is available to every student on the Student Portal. Students may also request a Doctoral Studies unofficial audit at any time during their study by contacting the Doctoral Studies Office (816-414-3775). Please allow five business days to respond.

2.2. Seminar Structure

The Association of Theological Schools standards mandate that all doctoral studies programs:

. . . shall provide for substantial periods of interaction on a campus of the member institution to assure sufficient opportunity for disciplined reflection on one’s experience and needs for educational growth; sustained involvement with regular full time faculty; extended involvement in peer learning; and access to the resources of the institution, especially the library (Association of Theological Schools, p. 53).

Accordingly, all students are required to take the majority of their seminars on campus. Seminars will provide no less than forty hours of classroom time for a 4-credit course. Professors may schedule class time during the day, over meal times, and sometimes into the evenings of the days scheduled for class.

All PhD seminars involve pre-seminar and post-seminar work as well as the on campus classroom time (minimum of 40 hours) during the term of the course.
1. Pre-seminar work: Each seminar begins 60 days before the first day of the on
   campus classroom time. Students will be given assignments to be completed and
   submitted on the Blackboard Portal.
2. Syllabus: The seminar syllabus and assignment materials are posted on or before
   the first day of the Class start date on Blackboard (60 days before the first day of
   classroom time).
3. Post-seminar work: Each seminar ends 4 weeks following the last day of the
   classroom time. Students will complete assignments and submit them on the
   Blackboard Portal.

2.3. Concentrations

The PhD program at Midwestern Baptist Theological Seminary currently offers a re-
search doctorate in Biblical Studies with concentrations in Apologetics, Ethics, His-
torical Theology, Ministry, Missiology, Preaching, Theology, New Testament or Old
Testament. The student chooses an appropriate concentration in which to study during
the application process. Other than the Doctoral Core colloquia and seminars, all of
the seminars and comprehensive exams are taken in the student’s chosen area of em-
phasis.
2.3. Student Advisement

Prior to the comprehensive examination phase of the PhD program, students will be advised in the program by the PhD Director and the Doctoral Studies Office. Students are encouraged to consult with faculty concerning their interests and immediate and long-range goals and direction in choosing potential dissertation topics. In the comprehensive examination and dissertation phases of the program, students will work with individual faculty to accomplish these goals.

2.4. Language Requirements

Students in the PhD program must demonstrate an adequate working knowledge of both Greek and Hebrew. Demonstration of competency in both languages is required prior to admission to the program, unless otherwise approved by the Doctoral Studies Committee. Students lacking the required level of competency in either language may be admitted provisionally with the understanding that such deficiency should be remedied as soon as possible and preferably by the end of the first year of PhD studies. Acceptable competency in all required languages must be confirmed prior to taking comprehensive exams.

<table>
<thead>
<tr>
<th>PhD Emphasis</th>
<th>Greek</th>
<th>Hebrew</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Studies</td>
<td>12 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>Old Testament</td>
<td>6 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>New Testament</td>
<td>12 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Theology</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Historical Theology</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Apologetics</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Ethics</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Preaching</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Missiology(^2)</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
<tr>
<td>Ministry</td>
<td>6 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

The level of competency in Greek and Hebrew is dictated by the particular needs of each emphasis. The basis for judging competency in all PhD language requirements is determined by a set number of credit hours earned in study at the Masters level or higher. So for example, the combined Biblical Studies emphasis needs a competency which is the equivalent of 12 hours of Greek and 12 hours of Hebrew earned on the Masters level. The chart below lists the required credit hours for Greek and Hebrew by emphasis. The various ways in which each competency may be verified are listed below.

\(^2\) Applicants who earned the Midwestern MDiv ICP (2 plus 2 or 2 plus 3) may qualify without additional language study.
Students are also required to demonstrate a reading knowledge of one modern research language. Normally, the modern language would be either German or French. However, students may appeal to the Doctoral Studies Committee to substitute another modern language or statistics in lieu of German or French. The determination of the language to be required will take into consideration the student’s area of specialization, particular needs, and future ministry goals. For example, students enrolling in the Biblical Missiology emphasis may demonstrate proficiency in the language requirement of their chosen area of missional engagement. Other than German or French, the Doctoral Studies Committee must approve the language requested by the student.

Students must demonstrate or substantiate an acceptable reading knowledge of a modern language prior to taking comprehensive exams. If a student does not do so, that student will be placed on interrupted status and must remedy the deficiency within one semester. Failure to confirm modern language competency in a timely manner will place the student on probationary status and may cause termination from the program.

Competency in a language may be demonstrated in any one of the following ways:

1. By attending and passing a Master’s level course in the language at MBTS (Greek, Hebrew, Theological German, or Theological French). Tuition for these courses is the responsibility of the student and is not included in the PhD program tuition.
2. By attending and passing a comparable course on a Master’s level at an accredited educational institution (see www.chea.org). The student must confirm the completion of the course by submitting an official transcript showing a passing grade. The student may also be requested to furnish an official syllabus for the course.
3. By passing an approved exam proctored by an authorized faculty or staff member of MBTS. A fee will be charged for the exam. Applicants may contact the Doctoral Studies Office (docstudies@mbts.edu) for more details.
4. By providing acceptable evidence to the Doctoral Study Committee substantiating the required level of proficiency.

2.5. Doctoral Core Colloquia and Seminars

2.5.1. Required PhD Core Courses (16 hrs)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR00000</td>
<td>Doctoral Orientation</td>
<td>0 hrs</td>
</tr>
<tr>
<td>DR30020</td>
<td>Doctoral Studies Colloquium</td>
<td>4 hrs</td>
</tr>
<tr>
<td>DR30060</td>
<td>Integrating Christian Faith &amp; Practice (OR)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Biblical Hermeneutics</td>
<td>4 hrs</td>
</tr>
<tr>
<td>DR35090</td>
<td>Teaching Principles and Methods in Higher Education</td>
<td>4 hrs</td>
</tr>
<tr>
<td>DR30090</td>
<td>Dissertation Seminar</td>
<td>4 hrs</td>
</tr>
</tbody>
</table>

2.5.2. Sequence of Study
Upon admission, the student will be enrolled in DR00000, Doctoral Orientation, for 0 credit hours. Students are expected to begin the program by taking DR30020 Doctoral Studies Colloquium first. PhD students in the Biblical Studies (non-emphasis), Old Testament, New Testament, Apologetics, Ethics, Historical Theology, or Theology emphases should take DR35090 Advanced Biblical Hermeneutics. Students in Preaching, Missiology and Ministry emphases should take DR30060 Integrating Christian Faith & Practice. DR30090 Dissertation Seminar may not be taken until the student has successfully passed DR 39090 Comprehensive Examinations.

2.6. PhD Biblical Studies Seminars (24 hours)

2.6.1. Biblical Studies (non-emphasis)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR35110</td>
<td>Advanced Hebrew Grammar (OR)</td>
<td></td>
</tr>
<tr>
<td>DR35150</td>
<td>Advanced Greek Grammar</td>
<td>4 hrs</td>
</tr>
</tbody>
</table>

Two or three seminars from the OT emphasis &
Two or three seminars from the NT emphasis for a total of 20 hrs
2.6.2. Ethics

DR38405  Worldview and Ethical Theory  4 hrs
DR38440  Contemporary Issues in Ethics  4 hrs
DRXXX  Marriage & Sexuality  4 hrs
DRXXX  Bioethics  4 hrs
DRXXX  Biblical Ethics  4 hrs
Selected Elective (from Biblical Theology)  4 hrs

2.6.3. Ministry Emphasis

DR31280  The Bible and Pastoral Care  4 hrs
DR36220  Preaching and Ministry Practice  4 hrs
DR37305  Biblical Theology and Culture  4 hrs
DR37337  Biblical Ecclesiology  4 hrs
Selected Electives (from Ministry/Leadership/Pastoral or Preaching)  8 hrs

2.6.4. Missiology Emphasis

DR33330  Biblical Missiology  4 hrs
DR37305  Biblical Theology and Culture  4 hrs
DR37337  Biblical Ecclesiology  4 hrs
DR38405  Worldview and Ethical Theory  4 hrs
Selected Electives (from Church Planting/Mission/Revitalization)  8 hrs

2.6.5. Preaching Emphasis

DR36220  Preaching & Ministry Practice  4 hrs
DR36250  Preaching from the Old Testament  4 hrs
DR36260  Preaching from the New Testament  4 hrs
DR36271  Expository Preaching  4 hrs
DR36272  Style & Application in Expository Preaching  4 hrs
DR36273  Doctrinal & Topical Exposition  4 hrs

2.6.6. Theology Emphasis

DR37305  Biblical Theology and Culture  4 hrs
DR37337  Biblical Ecclesiology  4 hrs
DR37350  Old Testament Theology  4 hrs
DR37360  New Testament Theology  4 hrs
DR38405  Worldview and Ethical Theory  4 hrs
Selected Elective (from Biblical Ethics)  4 hrs

2.6.7. Historical Theology Emphasis

DR35150 Advanced Greek Grammar 4 hrs
DR35610 Synoptic Gospels and Acts 4 hrs
DR35620 Johannine Literature 4 hrs
DR35630 Pauline Epistles 4 hrs
DR35640 General Epistles 4 hrs
Selected Elective (from DR35155, DR36260, DR37360, or DR38460) 4 hrs

2.6.9. Old Testament Emphasis

DR35110 Advanced Hebrew Grammar 4 hrs
DR35510 Pentateuch 4 hrs
DR35520 Historical Books 4 hrs
DR35530 Prophetic Books 4 hrs
DR35540 Poetic & Wisdom Books 4 hrs
Selected Elective (from DR35115, DR36250, DR37350, or DR38450) 4 hrs

2.6.10. Apologetics Emphasis

DRXXX Science and Origins 4 hrs
DRXXX World Religions 4 hrs
DRXXX Historical Books 4 hrs
DRXXX Worldview & Ethical Theory 4 hrs
DRXXX Religious Epistemology 4 hrs
DR37360 or 37350 New or Old Testament Theology 4 hrs
DR3330 Missiology 4 hrs

2.7. Directed Study and Audits

2.7.1. Directed Study

Students may petition the Doctoral Studies Committee for permission to take up to eight hours (two seminars) by Directed Study. Foundational Core Seminars may not be taken by directed study. Two types of directed study are considered:

1. **Specialized Studies**: A student with specialized skills or interest in a specific area may submit a request for specialized study to the PhD Director and the Director of Doctoral studies. The request should include a syllabus (learning
contract) with a course description, objectives, assignments, and the credentials of the seminar leader(s). A sample syllabus is available upon request.

2. **Alternative Studies**: When scheduling or logistic concerns arise, a student may submit a letter requesting permission to enroll in an alternative study. The request should include a syllabus with a course description, objectives, assignments, and the credentials of the seminar leader(s), and the name of the institution offering the course.
The committee will assess each petition using the following protocol:

1. The directed study must be conducted at a doctoral level.
2. Requirements (contact hours and work load) must be commensurate with those of Midwestern’s seminars, including a minimum of 500 pages per credit hour and a significant exit paper of no less than 20 pages.
3. Significant interaction with professionals in the area of study.
4. A full description of the directed study and its requirements must be submitted to the PhD Director and the Director of Doctoral Studies by the student.

Additionally, the student is responsible for any costs incurred in completing the seminar/study, including the directed study fee, $500, billed to the student’s account, in addition to the normal tuition. The seminar/study must be completed within a semester, or a time frame agreed to by the Director of Doctoral Studies and the student. The student will be working closely with a Midwestern Professor-of-Record through the duration of the directed study, as appointed by the Director. A copy of all work related to the study must be sent to the Professor-of-Record and to the Doctoral Studies Office for the permanent file where it can be reviewed by the Director of Doctoral Studies upon completion.

2.7.2. Auditing Research Doctoral Seminars

If not already admitted, students seeking to audit a research doctoral course must first apply as a NDS student (see above section 1.3.4.3). Auditing students will pay a fee of $125 per credit hour. Written permission to audit by the professor is required, and class discussions and activities of auditing students are at the discretion of the professor.

2.8. Comprehensive Examinations

Upon completion of all emphasis and core seminars (except DR30090 Dissertation Seminar), students will enroll in DR39090 Comprehensive Examination (4 hrs). Students on interrupted or inactive status may not enroll in the course. This course is designed to be completed within one semester’s time and to show that the student has reached a level of competency in at least three areas of their chosen discipline.

After enrolling in DR39090, the student will meet individually with a doctoral faculty member so designated for the area of their discipline. Requirements for the examination will be explained by the faculty member and a syllabus stating examination objectives and goals will be given to the student. Preparation assignments for the examination may include extensive reading, annotated bibliographies, and research or summary papers. All assignments are at the discretion of the professor and must be completed before sitting for the examination.
Students are expected to take the comprehensive examination during finals week of the semester in which they are enrolled for DR39090. Students are expected to make an appointment with the Doctoral Studies office to take the exam during regular office hours. Unless prior approval has been granted by the PhD Director in consultation with the Faculty examiner, failure to sit for the comprehensive examination within finals week will constitute an automatic failure for the examination. In such cases, the student will be immediately placed on academic probation and required to repeat the course for the next semester. Students may not enroll in DR30090 Dissertation Seminar until their comprehensive examination is completed.

The PhD Director will notify the student of the success or failure of the comprehensive examination in writing. Students who fail an examination or a part thereof may re-take the examination or the specific part one additional time within four weeks of the initial date of the comprehensive examination. If the student is not able to pass the examination or part thereof the second time, they will automatically be placed on academic probation and must re-enroll in DR39090 Comprehensive Examinations again the next semester. Failure to pass the same comprehensive examination again will result in dismissal from the program.

Comprehensive exams are locally developed by MBTS faculty and are designed to measure the extent to which a PhD student has acquired content mastery of three specific and discernible fields of study within their chosen theological discipline. All assignments and completed examinations will be placed in the student’s file.

Comprehensive exams will be graded by the examination professor and another faculty judge. A summary of the results may be submitted to the Doctoral Studies Committee. Students may appeal a grade on their comprehensive examination to the Doctoral Studies Committee.

2.9. Course Rotation

Colloquium and seminars will normally be offered on a two- or three-year rotation. Please note that seminar schedules are subject to change.

3. Dissertation

Under faculty supervision, each student must submit a research dissertation related to a specific area of their study. The student must demonstrate the personal ability to investigate and effectively communicate original research or new insight as a substantial and significant contribution to the chosen field of study. The conclusions reached and positions taken in a student dissertation may not necessarily represent the views of the student’s Dissertation Committee or those of the seminary faculty as a whole.

3.1. The Dissertation Seminar and Proposal
After the successful completion of the comprehensive examination, students enroll in DR 30090 Dissertation seminar. This course helps the student prepare and submit a viable dissertation proposal to the Doctoral Studies Committee for approval. Upon approval of the proposal, the student is enrolled in DR40980 PhD Dissertation – Ongoing Research until the dissertation is completed.

3.1.1. Development and Submission of the Proposal

During the DR 30090 Dissertation Seminar the student will formulate a proposal in consultation with the seminar instructors. Students are encouraged to discuss the topic with a member of the doctoral faculty within their concentration of study. A dissertation chair will be appointed by the Doctoral Studies Committee. After a doctoral faculty member agrees to serve as the dissertation committee chair, the student will then work with the chair to finalize and submit the proposal for evaluation and approval by the PhD Director and the Doctoral Studies Committee.

After the PhD Director and the Doctoral Studies Committee approve the proposal, the student will continue to research and write the dissertation until it is successfully defended. Failure to defend the dissertation by the end of the eighth year from the beginning of study for the PhD may result in termination from the program.
3.1.2. Proposal Research

Students should discuss dissertation topics with their instructors and other graduate faculty throughout the colloquia, seminar, and comprehensive examination phase of their program. Students may begin initial research to test a hypothesis or theory at any time. Students are encouraged to discuss the results of such research with numerous faculty members in order to receive input concerning the viability of a topic.

Students should immerse themselves in a significant amount of research on a given topic prior to working on the proposal. Such research should lead to the identification of a problem, issue or challenge within the current and previous research in their chosen field of study. The student should pursue a supportable thesis or project that would provide a new or advanced contribution to the scholarship of their chosen field of study.

3.1.3. Style of the Proposal

For the PhD in Biblical Studies, specific items related to the discipline of biblical studies will adhere to the standards contained in The SBL Handbook of Style. In general, the proposal and the dissertation shall follow the footnote and bibliographic style outlined in the current edition of Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations. If necessary, the Doctoral Studies Office will provide supplementary directions involving proper citation of commentaries, signed dictionary articles, and other works where they may differ from SBL or Turabian style.

The proposal and the dissertation must be double-spaced, use Times New Roman 12 font, and, unless otherwise, follow all applicable Turabian formats. All written work submitted must employ standard English. The Doctoral Studies Office will keep sample copies of proposals on file for students to examine.

3.1.4. Format of the Proposal

The proposal should not exceed 25 pages in length (excluding bibliography) and include the following:

Title Page: See Turabian for a sample title page.

The Proposed Title: The dissertation title establishes the topic and indicates the limits and focus of the research. It must be precise, unambiguous, and concise. Dissertation titles are not “market driven.”
Introduction of Proposed Topic: This is a brief introductory statement of how the topic of research and the problem or issue is related to the larger chosen field of study.

Survey of Previous Research: The proposal shall include an extensive survey of previous research on the proposed topic. This includes an explanation of what scholars have done with the subject to this point, specifically showing why the dissertation is academically justified as a contribution to scholarly knowledge in the proposed field of study.

Defense of the Proposed Topic: The student shall include in the proposal a description of the thesis, research problem, or challenge to be pursued. The nature and scope of the dissertation, what it will include, and how it will be limited or qualified will be identified here and discussed. Students are responsible to research Dissertation Abstracts and other appropriate reference materials to confirm the originality of their proposed topic.

Methodology: The proposal must also describe the research methodology to be employed in the dissertation. This normally includes the identification of a primary corpus of data or subjects under consideration in the dissertation and the research procedures, techniques, and methods of treatment to be applied in the study of the corpus. This section will also include a statement concerning the location and accessibility of the corpus, and, if necessary, where the research and writing of the dissertation will be done.

Proposed Dissertation Outline: The student will write a proposed outline indicating the basic title and thrust of each chapter.

Extensive Bibliography: Normally, the bibliography is divided into separate sections listing books, articles, dissertations and theses, and unpublished materials. Primary source materials are to be preferred over secondary sources. Citations of online sources are to be included only in cases where the material is not published in a hard copy format.

3.1.5. Submitting a Proposal

As part of the coursework of DR 30090 Dissertation Seminar the student will formulate a proposal in consultation with the seminar instructors. In the process of developing the proposal, students may consult with numerous faculty members in order to receive input concerning the viability of a topic. During the Dissertation Seminar, the student may request a qualified doctoral faculty member serve as first reader on the dissertation. The Dissertation seminar professors will confer with the PhD Director and the proposed faculty reader to determine availability. A possible second reader may also be recommended at this time.
When the chair is satisfied with the viability of the proposal, the faculty member will sign a Proposal Approval Sheet and instruct the student to forward an unmarked copy of the proposal to the doctoral studies office for review at the next Doctoral Studies Committee meeting, which is held monthly. At this point, the committee will recommend a second reader for the student’s Dissertation Committee. The Dissertation Committee shall be comprised of faculty (elected, appointed, or adjunct) who possess knowledge of the dissertation’s area of research or in a closely related area of study. In some cases, an external reader may be invited to serve as second or third reader for the dissertation.

In the course of dissertation research, the student may find that the proposed plan of work has to be modified so that the final shape of the dissertation is different from that envisaged originally. This is a normal development within the dissertation process. In such cases, the faculty supervisor and the student must notify the PhD Director in writing of any major changes, but the proposal, however, does not normally need to be resubmitted. The PhD Director will determine if the proposed changes are significant enough to warrant resubmission of the proposal.

3.2. External Reader

When the subject matter warrants the case, the PhD student may request an external or outside reader for the dissertation. An external reader should possess demonstrated research expertise in the specific area of the dissertation. An external reader may be invited to serve only as the third reader of the dissertation. The Doctoral Studies Committee must approve all outside readers. The student is responsible for negotiating and providing any fee or payment required by the outside reader.

The student may request an external reader by submitting an email to the doctoral studies office with the name, qualifications, and contact information of the proposed external reader, along with an estimate of the student’s anticipated date of submission of the defense draft. The first and second reader of the dissertation committee must approve the recommendation, and the PhD Director will then submit the request to the Doctoral Studies Committee for approval. In no case should a student solicit an external reader prior to the approval of the Doctoral Studies Committee.

Upon approval, the PhD Director will contact the prospective external reader to determine availability and interest. If the recommended reader is available, the PhD Director will send a formal letter of invitation to the proposed outside reader.

The external reader will evaluate the dissertation under three categories outlined on the External Reader Dissertation Defense Grade Sheet (see section 4.6 below: logical structure and argumentation, research methods and sources, and overall evaluation). In addition, the outside reader may submit notes concerning errors of style, content, and spelling. The external reader may or may not participate in the final defense.
The dissertation committee will address the recommendations and suggestions made by the external reader. These recommendations may be accepted in full or in part, or may be rejected by the dissertation committee. If the dissertation committee rejects the recommendations of the outside reader, the chair will submit in writing to the PhD Director the reasons for doing so. The final authority regarding acceptability of the student’s dissertation remains with the dissertation committee.

3.3. Style of the Dissertation

Unless otherwise established by the Doctoral Studies Committee, the parts of the dissertation will follow the style delineated in the most current edition of Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* (University of Chicago Press). The Dissertation Committee will not consider any dissertation that consistently falls short of Turabian standards.

Immediately after the title page, the dissertation shall include an approval page on which, following the successful defense of the dissertation, the members of the Dissertation Committee will place their signatures of approval. This approval page will be provided by the Doctoral Studies Office. The student is also required to include a dissertation abstract of no more than 350 words suitable for publication in venues such as *ProQuest Dissertations & Theses Database*.

3.4. Length of the Dissertation

The body of the dissertation should be between 200 and 300 pages (+/-10%) in double-spaced, Times New Romans size 12 font, with a 1.5 inch left margin for binding. In rare instances, permission may be given by the Dissertation Committee to either fall short of the minimum or exceed the maximum page length. For the purpose of counting, the body of the dissertation excludes the appendices and bibliography.

3.5. Writing the Dissertation

Students will submit chapters to the chair of their Dissertation Committee (first reader) as they are written. When the chair is satisfied with each chapter, he or she will instruct the student to submit the chapter or chapters to the second reader. In no case should the student send dissertation work to a committee member until the chair has given approval to do so.

3.6. Submission of the Dissertation Draft

After the student has written and revised all of the chapters of the dissertation, and after the chair and the Dissertation Committee (including an External Reader, if applicable) have agreed the student is ready to defend it, the student will submit two hard copies and one electronic PDF file of the dissertation draft to the Doctoral Studies Office. If the chairman lives outside the Midwestern campus, the hard copy may be mailed directly to the chairman or 2nd reader. The draft must be postmarked no later
than February 15 for May graduation or September 15 for December graduation. Under extenuating circumstances, faculty chairs may request an extension.

3.7. Defense of the Dissertation

Once the Doctoral Studies Office has received the dissertation, the Dissertation Committee chair will schedule the oral defense. The student will defend the dissertation in front of the members of the student’s committee and possibly other MBTS faculty members as requested by the Dissertation Committee chair.

In this interview, the committee members will ask questions which verify that the student has personally done the work in question and that the student understands the overall significance of his or her own dissertation. The student will also be asked to defend any controversial points of the work—e.g., the thesis statement, the methodology, or the conclusions—and also show that the student’s dissertation has involved significant research and reflection.

The students should plan to be in the defense session for approximately two hours and should bring to this meeting a copy of the dissertation and supporting documents that may be helpful to the defense. Since this is a formal examination, formal attire is appropriate and requested.

Upon the completion of the defense, the student will be dismissed from the conference room and the Dissertation Committee will determine the outcome of the interview following the PhD Dissertation standards of the Seminary. Four options are available to the committee:

1. Pass Orals and Approve Dissertation with no revisions or only minor revisions. Any revisions should be reflected in the final copies submitted for binding, but do not require dissertation committee review.

2. Pass Orals with Dissertation Revisions Required. Graduation will be contingent upon major revisions and review by the committee prior to submission for binding. The committee chair will notify the doctoral office when revisions have been approved.

3. Fail with the recommendation that the student make major revisions and defend the dissertation a second time.

4. Fail with recommendation that the student not be allowed to re-defend. This recommendation will be submitted to the Doctoral Studies Committee.

After the oral defense has been completed, the chair of the Dissertation Committee will notify the Doctoral Studies office of the outcome by submitting a completed Doctor of
Philosophy Dissertation Standards rubric and a completed Doctor of Philosophy Oral Defense Standards rubric. The chair will also discuss with the student the verdict of the committee and what further steps may be necessary.

3.8. Submitting the Final Copies of the Dissertation

Once the oral defense has been completed and the dissertation has been approved, the student must submit four (4) hard copies and one electronic PDF file to the Doctoral Studies office. These must be postmarked by May 1 or December 1 of the semester the student plans to graduate. These copies must contain any corrections or revisions required by the Dissertation Committee following the defense. The committee chair must approve the final copy before copies of the final draft are submitted to the Doctoral Studies office for binding.

The four hard copies must be printed on water-marked, 20 pound, 100% cotton rag, acid-free paper. All copies must be of a high quality, clean, consistent, and free of smudges, having a 1.5 inch margin on the left side for purposes of binding.

The student will be billed and must pay the costs of binding by May 1 or December 1 respectively. Copies of the dissertation will be placed in the MBTS library and the Doctoral Studies Office and made available through the ProQuest Dissertations & Theses Database or other acceptable venues.

3.9. Copyright and Database Submission

3.9.1. Dissertation Copyright

The copyright to the dissertation belongs to the student. As a condition of being awarded the degree, however, the student grants Midwestern Baptist Theological Seminary the non-exclusive right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.

3.9.2. Database Submission

Students are expected to submit an electronic copy of the dissertation to the ProQuest Dissertations & Theses Database. Students will also have the option, for a fee, to submit the dissertation to the Open Access Publishing PLUS option available from ProQuest. The Doctoral Studies office will provide instructions on completing this.

4. Forms

4.1. Proposal Approval Sheet

4.2. Sample Proposal Title Page
4.3. Doctor of Philosophy Dissertation Standards Rubric

4.4. Doctor of Philosophy Oral Defense Standards Rubrics

4.5. External Reader Request Form

4.6. External Reader Dissertation Defense Grade Sheet
MIDWESTERN BAPTIST THEOLOGICAL SEMINARY

PROPOSAL APPROVAL SHEET

Student’s full name: ____________________________________________________________

Proposed title of Dissertation: ________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Field of study: _______________________________________________________________

Approved: ____________________________________________

PhD Director

Approved: ____________________________________________

Doctoral Studies Committee Chairman

Approved: ____________________________________________

Dissertation Committee Chair (First Reader)

Approved: ____________________________________________

Dissertation Committee Second Reader

Date of Approval: ____________________________________________

(The student will enter appropriate information and submit four copies of this form along with four copies of the proposal to the PhD Director.)
A STUDY OF THE THEOLOGY
OF JONATHAN EDWARDS

A Dissertation Proposal
Presented to
the Faculty of
Midwestern Baptist Theological Seminary

In Partial Fulfillment
of the Requirements for the Degree
Doctor of Philosophy

by
John A. Baptist
May 15, 1980
### Doctor of Philosophy Dissertation Standards

**Midwestern Baptist Theological Seminary**

<table>
<thead>
<tr>
<th></th>
<th>1 Deficient</th>
<th>2 Substandard</th>
<th>3 Acceptable</th>
<th>4 Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Does not address the research topic or describe the motivation and context of the study; offers no summary of the importance of the dissertation’s findings</td>
<td>Less clearly address the research topic, or describe the motivation and context of the study; offers limited summary of the importance of the dissertation’s findings</td>
<td>Adequately addresses the research topic, describes the motivation and context of the study, and adequately summarizes the importance of the dissertation’s findings</td>
<td>Makes clear the research topic to be addressed, describes the motivation and context of the study, summarizes the importance of the dissertation’s findings</td>
</tr>
<tr>
<td><strong>Review of Literature</strong></td>
<td>Displays no knowledge of the relevant literature</td>
<td>Displays very little command of the relevant literature</td>
<td>Displays an adequate command of the relevant literature that is less selective, synthetic, analytical, and thematic</td>
<td>Displays a comprehensive and up-to-date command of the relevant literature that is selective, synthetic, analytical, and thematic</td>
</tr>
<tr>
<td><strong>Purpose/Theory &amp; Justification</strong></td>
<td>Purpose/theory is not clear, specific, or defined</td>
<td>Weakly defined purpose or theory, not very limited or defined</td>
<td>Reasonably clear purpose or theory, somewhat limited, defined, logical, obtainable, and justified</td>
<td>Clearly defined purpose or theory, which is limited, defined, logical, obtainable, and well justified</td>
</tr>
<tr>
<td><strong>Methodology</strong></td>
<td>No clear, specific, or defined educational setting</td>
<td>Little ministry setting context or research provided</td>
<td>Adequate ministry setting context and research provided</td>
<td>Defined ministry setting and substantive research provided</td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td>Showed little support of having done original research</td>
<td>Minimum articulation of research findings and implications</td>
<td>Adequate support of original research and understanding of implications</td>
<td>Enthusiastic discussion of the students research and its impact upon the project and dissertation</td>
</tr>
<tr>
<td><strong>Results</strong></td>
<td>Little, if any, significant data is produced</td>
<td>A limited amount of data is produced and not well presented</td>
<td>The data is adequate and/or not well presented</td>
<td>The amount and quality of data or information is sufficient and well presented</td>
</tr>
<tr>
<td><strong>Analysis of Results</strong></td>
<td>Little or no understanding of the findings, unable to relate to field and purpose/theory</td>
<td>Limited understanding of the findings and their relationship to the field, is not directly related to purpose/theory, or less well interpreted</td>
<td>Adequate understanding of the findings and their relationship to the field, aligns with purpose/theory, and is well interpreted</td>
<td>Advanced understanding of the findings and their relationship to the field, aligns with purpose/theory, and is intelligently interpreted</td>
</tr>
<tr>
<td><strong>Implications for Future Study</strong></td>
<td>No presentation of additional studies or projects that stem from the study’s analysis</td>
<td>One presentation of additional studies or projects that stem from the study’s analysis</td>
<td>Two presentations of additional studies or projects that stem from the study’s analysis</td>
<td>Three or more presentations of additional studies or projects that stem from the study’s analysis</td>
</tr>
<tr>
<td><strong>Conclusion</strong></td>
<td>No evidence of evidence of final contribution, little identification of strengths and weakness, and does connects everything together</td>
<td>Minimal evidence of final contribution, little identification of strengths and weakness, and minimally connects everything together</td>
<td>Adequate evidence of final contribution, some identification of strengths and weakness, and adequately connects everything together</td>
<td>Substantive evidence of final contribution, identification of strengths and weakness, and connects everything together</td>
</tr>
<tr>
<td><strong>Bibliography</strong></td>
<td>Several footnoted references are not included; inadequate in coverage and content</td>
<td>Three or more footnoted references not included; limited and lacking in available references</td>
<td>No more than two footnoted references not included; adequate and somewhat comprehensive</td>
<td>All footnoted references included; sufficient and comprehensive</td>
</tr>
<tr>
<td><strong>Form: Adherence to SBL Handbook or Turabian, 7th Edition</strong></td>
<td>Minimal conformity with substantial changes needed</td>
<td>Limited conformity with substantial changes needed</td>
<td>Substantive conformity with occasional changes needed</td>
<td>Complete conformity with only minor changes needed</td>
</tr>
<tr>
<td><strong>Citations</strong></td>
<td>Improper documentation and reference, possible plagiarism issues</td>
<td>Occasional documentation and reference errors, possible unintentional plagiarism issues, secondary sources</td>
<td>Adequate documentation, minimal errors, no plagiarism issues</td>
<td>Through and complete documentation, no plagiarism</td>
</tr>
</tbody>
</table>

**Comments:**

__________________________________________________________________________________

__________________________________________________________________________________

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__________________________________________________________________________________
# Doctor of Philosophy Oral Defense Standards

**Midwestern Baptist Theological Seminary**

<table>
<thead>
<tr>
<th></th>
<th>1 Deficient</th>
<th>2 Substandard</th>
<th>3 Acceptable</th>
<th>4 Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Presentation</strong></td>
<td>No engagement of listeners, no variety of teaching approaches, little creativity, poor use of time, little sense of poise or confidence</td>
<td>Some engagement of listeners, at two teaching methods used, fair use of time, some sense of poise and confidence</td>
<td>Adequate engagement of listeners, at least two or more teaching methods used, adequate use of time, poise and confidence expressed</td>
<td>Listeners engaged, variety of teaching methods used in support of materials, well organized, informative, good use of time, creativity evident, strong sense of poise</td>
</tr>
<tr>
<td><strong>Purpose/Theory &amp; Justification</strong></td>
<td>Purpose/theory is not clear, specific, or defined</td>
<td>Weakly defined purpose or theory, not very limited or defined</td>
<td>Reasonably clear purpose or theory, somewhat limited, defined, logical, obtainable, and justified</td>
<td>Clearly defined purpose or theory, which is limited, defined, logical, obtainable, and well justified</td>
</tr>
<tr>
<td><strong>Research &amp; Review of Literature</strong></td>
<td>Showed little support of having done original research</td>
<td>Minimum articulation of research findings and implications</td>
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</tr>
<tr>
<td><strong>Methodology</strong></td>
<td>Not clear, specific, or defined</td>
<td>The explanation of the methodology is vague and undeveloped. The author is unaware of its advantages or disadvantages.</td>
<td>The explanation of the methodology is adequate. The author has a less sophisticated understanding of its strengths or weaknesses.</td>
<td>The methodology applied is appropriate and described in detail. The author demonstrates how to use the method and recognizes its advantages and disadvantages.</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Response to Questions</strong></td>
<td>Inability to adequately respond to questions, no clear and supportive responses</td>
<td>Adequate response to questions, somewhat scripted</td>
<td>Clear response to questions, supported with findings, some integration to the practice of ministry</td>
<td>Clear response to questions, strong grasp of findings and integration to practice of ministry</td>
</tr>
</tbody>
</table>

**Comments:**


Committee Recommendation: Please submit this form to the Doctoral Studies Committee Office.

- **Pass Orals and Approve Dissertation with no revisions or only minor revisions.** Any revisions should be reflected in the final copies submitted for binding, but do not require dissertation committee review.
- **Pass Orals with Dissertation Revisions Required.** Graduation will be contingent upon major revisions and review by the committee prior to submission for binding. The committee chair will notify the doctoral office when revisions have been approved.
- **Fail with the recommendation that the student make major revisions and defend the dissertation a second time.**
- **Fail with recommendation that the student not be allowed to re-defend.** This recommendation will be submitted to the Doctoral Studies Committee.

**Signature:** ___________________________________  __________________________  **Date:** __________________________

**Chairman**  __________________________  **2nd Reader**  __________________________
External Reader Request Form

Name of Student: ____________________________________________________________

Dissertation Title: __________________________________________________________

Estimated date of dissertation draft submission: ________________________________

Name of Requested External Reader: __________________________________________

Contact Information: _______________________________________________________  
                                                                                       ________________________________________________________________
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Qualifications: ____________________________________________________________  
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                                                                                       ________________________________________________________________

Submitted,
First Reader: ______________________________________________________________

Second Reader: ______________________________________________________________

Date: _______________________________________________________________________

Please submit this form to the Doctoral Studies Office for approval of the Doctoral Studies Committee.
External Reader Dissertation Defense Grade Sheet

Name of Student: ___________________________________________________________

Dissertation/Thesis Title:

Please comment on the following (use extra pages as necessary):

1. Logical structure and argumentation

2. Research methods and sources

3. Overall evaluation (use back of page if needed)

4. Grade
   - Pass
   - Pass with minor revisions (please attach)
   - Pass, with major revisions (please attach)
   - Fail, with recommendation for a second defense
   - Fail

Evaluator (please sign): ____________________________ Date: ______________________

Please return this sheet to the Doctoral Studies Office, Midwestern Baptist Theological Seminary, 5001 N Oak Trafficway, Kansas City, MO 64118. (Scan to DocStudies@mbts.edu or call 816-414-3755 for more information).
Appendix:
A Statement of Integrity in Seminary Studies

The fundamental purpose of the Midwestern Baptist Theological Seminary is to assist the development of Christian ministers who are equipped to make responsible and relevant witness to the redeeming gospel of Jesus Christ in the context of the vastly complex and rapidly changing modern culture in which God has granted us the grace of life. In accordance with this purpose, therefore, the Seminary dearly cherishes and earnestly seeks to foster among all its students the qualities of spiritual dedication, creative imagination, and personal integrity.

Consequently, the administration and faculty of the Seminary expect, as a minimum requirement, that each student shall do his own work. That is to say, the student is to let every test and examination reflect only the best results of his own disciplined study. Likewise, every term paper and written report must represent the student’s own original approach to the task assigned; and it should not contain either direct quotations or paraphrases of any part of any other writer’s book or paper, published or unpublished, for which due credit is not given to the original author. Such credit should be acknowledged by proper citation (in text, footnotes, and bibliography) of the sources employed.

Unless otherwise instructed by the professor under whose direction the paper is prepared, Turabian’s Manual for Writers (with such supplements as may be prepared by the faculty) will serve as a guide to correct form in citing all sources.

It cannot be exaggerated how strongly the Seminary deplores plagiarism in all its forms. Dishonesty is incompatible with the very purpose for which a student avails himself of its ministries. It is to be desired that one remain without a degree rather than to obtain it by dishonest means, for Christianity cannot countenance conduct that contradicts its basic tenets.

It is further to be hoped that each individual will recognize a responsibility for his brother as well as for himself in all such matters.

Adopted by the Faculty
Midwestern Baptist Theological Seminary
October 5, 1961

*The Doctoral Studies committee adopted the following addendum on September 29, 2003 for inclusion in the Manual for Doctoral Studies.

Due to the fact that plagiarism runs counter to the purpose of higher learning, due to the increased temptation to plagiarize presented by the Internet, and due to an increase in cases of plagiarism, proven intentional plagiarism on the part of any doctoral student will result in a failing grade for the course and automatic dismissal from the program.