Introduction to the
Brite Divinity School

Ph.D. Manual

The Brite Divinity School Ph.D. Manual is designed to facilitate the admission process for the prospective student. Additionally, the Manual also serves to guide the Ph.D. student through the process of earning a Doctor of Philosophy Degree in his or her chosen area.

The Manual begins with an introduction to the admission process, introduction to the two doctoral areas offered by Brite Divinity School, guidelines for helping the student negotiate the journey of doctoral study, and forms that the student will need to employ to complete the program.

To prospective students, we look forward to your joining the Brite community, and to current students we appreciate your efforts in securing a Ph.D. The Brite Divinity School faculty and staff hope this Manual will help facilitate those efforts.
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I. ADMISSION TO THE DOCTOR OF PHILOSOPHY PROGRAM

Brite Divinity School offers the Doctor of Philosophy in two areas: Biblical Interpretation (BIIN) and Pastoral Theology: Transforming Persons, Communities, and Practices (PTPC).

A. General Application Information

In addition to area specific requirements (see F. and G.), all Ph.D. applications must include the following:

1. Application and Admission Fee

   Applications are available from: Office of Admissions
   Brite Divinity School
   TCU Box 298130
   Fort Worth, Texas 76129
   or online: [www.brite.edu/admissions](http://www.brite.edu/admissions)

   Each application must be accompanied by a non-refundable $75 application fee made payable to Brite Divinity School.

2. Statement of Purpose

   As part of the application, the candidate must submit a statement of purpose. This is a very important part of the application. The candidate should prepare it carefully, being sure to specify the reasons for applying to the Ph.D. Program of Brite Divinity School.

3. Three Letters of Recommendation

   These should come from persons who are able to evaluate your academic and professional qualifications, such as undergraduate or graduate faculty familiar with your work. These letters must be in sealed envelopes and signed across the seal for security; however, you are responsible for seeing that the letters of recommendations are sent. If letters are faxed, they must be faxed to the attention of the Office of Admissions and followed by mailed hardcopies to the Office of Admissions.

4. Financial Certificate for International Students

   In order to meet requirements for entry into the United States, international applicants must demonstrate that they have the financial resources to cover the cost of their education. Visa documents are issued only when all admission procedures have been satisfied. Applications for financial awards to
international students are considered in competition with all other applications received.

5. Transcripts

Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution. To prevent delays, you should arrange with registrars to provide transcripts before mid-year grades are posted.

6. Test Scores

Graduate Record Examinations Scores (GRE) are required.

Test of English as a Foreign Language (TOEFL). Applicants whose primary language is other than English and who have not received their education at an English-speaking college or university will also submit TOEFL scores of normally not less than 600 (computer-based 250 or internet-based 100).

You may select either the computer-based or paper-based test format. Online information about the GRE and TOEFL is available at http://www.ets.org/ or you may contact Educational Testing Service (ETS), P.O. Box 6000, Princeton, New Jersey 08541-6000. Please use Institutional Code 6803 when requesting that test scores be sent to Brite Divinity School. We realize that the GRE scores of international students, particularly those whose native language is not English, may be affected by language and cultural differences. These scores are taken into consideration only as part of a student’s total profile when such students’ applications are evaluated. The scores are nevertheless required and must come directly from the Educational Testing Service.

B. Ph.D. Application Deadline

Completed Ph.D. applications must be received no later than January 15. The Advanced Programs Committee, the Associate Dean for Academic Affairs, and the Dean make the decision for admission into the Program. Admission is competitive and students are selected on the basis of a total profile of their scholastic preparation and intellectual ability. Applicants are notified by March 31 of admission into the Ph.D. Program for the following fall semester.
C. Ph.D. Admissions Timeline

November 1
Last date for applicants to take the paper-based GRE in order for Brite to receive the scores by January 15.

November 15
Last date for international applicants to take the paper-based TOEFL in order for Brite to receive the scores by January 15.

December 1
Last date for applicants to take the computer/internet-based GRE or TOEFL in order for Brite to receive the scores by January 15.

January 15
Completed applications must be on file at Brite Divinity School.

March 31
Admission decisions will be mailed by this date to all applicants whose files were completed by January 15.

April 15
Deadline for response to offer of admission and financial award. If your reply is not received by April 15, Brite may rescind the offer of admission and financial award. An offer of admission is made for a specific fall entrance date. In some cases, admission may be deferred until the spring semester.

D. Financial Awards

Tuition scholarships up to one hundred percent of tuition are available to all students in the Doctor of Philosophy Programs. Fellowships that include tuition and an additional annual stipend of $1,000 to $12,000 are available to some students, based on a ranking of all applicants. Persons receiving financial awards are expected to be full-time students. “Full-time” for Ph.D. students is defined as a minimum of six hours. Certain students are selected as research assistants to assist faculty members and will receive $1,500 per academic year for five hours of work per week. All awards are based solely on merit and are normally continued for four years. Brite Divinity School expects a 3.50 grade point average to maintain a student’s stipend and a 3.25 grade point average to maintain the tuition award.

In addition to 100 percent tuition remission for the 48 hours required for the Ph.D. Program, Brite Divinity School will pay tuition for up to six credit hours of courses (excluding BRLB 90001 Dissertation or Thesis in Library) and audit fees for up to two courses audited. All such courses must be related to the student’s
Program (remedial courses, courses to prepare for language examinations, or courses directly related to preparation for qualifying examinations or the dissertation). The Associate Dean for Academic Affairs must approve all such courses prior to registration (see Guidelines for Audit Enrollment by Ph.D. Students).

E. Transfer of Credits

Students may transfer up to 12 hours of doctoral-level courses into the Ph.D. Program from other accredited Ph.D. Programs. Brite Divinity School does not accept the transfer of any hours completed more than seven years prior to matriculation. Doctoral courses at the 90000 level taken at Brite Divinity School while in the Th.M. Program may be evaluated for transfer credit into the Ph.D. Program by the Associate Dean for Academic Affairs. These hours will be evaluated at the end of the first full year of Ph.D. study at Brite Divinity School. No hours may be transferred from completed Masters Programs to the Ph.D. Program.

F. BIIN Area Specific Requirements for Admission to the Ph.D. Program

In addition to submitting the Ph.D. application materials (see General Application Information, Parts 1-6) to the Office of Admissions, BIIN applicants are encouraged, if possible, to arrange an interview with the Biblical faculty and the Associate Dean for Academic Affairs.

BIIN applications must contain the following area specific requirements:

1. M.Div., M.T.S., M.A., or Th.M. (or equivalent), with a concentration in biblical studies and courses in Biblical Hebrew and Greek, from an accredited theological school;

2. A writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.
G. Pastoral Theology Area Specific Requirements for Admission to the Ph.D. Program

In addition to submitting the Ph.D. application materials (see General Application Information, Parts 1-6) to the Office of Admissions, Pastoral Theology applicants may be required to arrange an interview with at least two of the Pastoral Theology faculty and the Associate Dean for Academic Affairs. A telephone interview may be substituted at the department's discretion.

Pastoral Theology applications must contain the following area specific requirements:

1. M.Div. degree or its equivalent.

   “Equivalent” means that the PTPC department may consider an applicant who has a theological degree other than the M.Div. from an accredited seminary or divinity school. The PTPC department will assess the applicant's transcript and recommend course work necessary to achieve equivalency. At minimum, the applicant will be expected to have completed within the existing theological degree:

   9 hours of pastoral care, pastoral theology, or pastoral counseling
   3 hours of ethics
   6 hours of theology
   6 hours of Bible
   6 hours of church history

   The department may also require courses in other disciplines expected from an M.Div. program to prepare a student for ministry. Normally, and by ATS standards, equivalent work, plus the previous degree, would equal the number of hours required for an M.Div. degree.

   Equivalency requirements are usually completed before an application for the Ph.D. degree is considered. The PTPC department may recommend that some of these requirements be met by 70000-level courses taken as part of a Th.M. program. Such decisions will be made by the Advanced Programs Committee in consultation with the PTPC faculty department on a case-by-case basis and communicated to the applicant in the letter of acceptance.

   The Associate Dean for Academic Affairs, in the letter of acceptance to the Program, will state any deficiencies. Students, who do not have a theological degree but a Masters degree in another field, will be expected to gain a theological degree with the above minimum number of classes before they can apply to the Program.
2. Provide a document (thesis, research paper, article, lecture, writing project) in the applicant's area of specialty that demonstrates abilities to conceptualize and communicate through the written word.

3. Applicants are required to submit a supervisory report from an experience in which they engaged intentionally in offering care to others and where attention was given to critical self-reflection over an extended period of time. Such experiences might include a unit of CPE, CPSP, AAPC, or work with a Licensed Clinical Supervisor (LCSW, LPC, AAMFT, etc.). The supervisory report ought to include a critical assessment of the applicant’s capacity for engaging others in helping conversations as well as the ability to learn through an intentional program of supervision and reflection.

4. Demonstrated competence in one of the following: French, German, or Spanish. Competency can be achieved by passing a one-semester/three-hour graduate course or two one-semester/three-hour undergraduate courses with a grade of B or better. This requirement may be met before matriculation or by taking a course at Brite during the first year of Ph.D. studies.

5. Please note: A PTPC research methodology requirement described in section III. E. of this manual may be met prior to matriculation.
II. THE BIBLICAL INTERPRETATION PH.D. PROGRAM

The Ph.D. Program in Biblical Interpretation (BIIN) is an advanced academic degree designed to prepare the student for independent research and vocations of teaching biblical interpretation and related historical and hermeneutical areas, or for the scholarly enhancement of ministerial practice. The Ph.D. Program provides opportunities for study of the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism; New Testament and Literature of Early Christianity; Themes and Issues in Biblical Theology; the History of Biblical Interpretation; and Theological Hermeneutics. The Program is designed to guide the student to develop competence that advances theological understanding for the sake of church, academy, and society, as well as in pedagogical skills to convey this body of knowledge to others.

A. Degree Requirements

The BIIN Ph.D. includes successful completion of 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. A cumulative minimum grade point average (GPA) of 3.25 or better is required. All courses, an area of concentration in either Hebrew Bible or New Testament, and a second area of study must be selected in collegial dialogue with the student's advisor. Successful completion of 48 semester hours means that a student who receives a grade lower than “B-” in any course will not receive credit for that course. The student is directed to fill out Form BPhD-3, Advising Form, and to schedule an appointment with a faculty member who will serve as the student’s advisor for the Program.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. Areas of Study

1. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism

The history, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings, including contemporary methods of biblical interpretation.
2. *New Testament and Literature of Early Christianity*

The history, literature, religion, and language of early Christianity in Graeco-Roman and Jewish settings, including contemporary methods of biblical interpretation.

3. *Themes and Issues in Biblical Theology*

The theology of the Old and New Testaments as both distinctive, separate collections and as two related parts of the larger Christian Bible, including contemporary models of approaching biblical theology.

4. *History of Biblical Interpretation*

The major historical interpretations of the Bible: beginning with biblical writers' interpretations of earlier texts and traditions and continuing through the major periods of Christianity (Patristic, Medieval, Renaissance and Reformation, and Modern and Contemporary).

5. *Theological Hermeneutics*

The major models of modern and contemporary theology, their interpretation, and their use of the Bible in constructive work.

C. *Graduate Seminars and Courses*

Course work will include at least twenty-five hours of 90000 Ph.D. specific courses. Up to twenty-three hours, including at least three hours in advanced biblical language may be selected from 90000 HEBI, NETE, CHHI, and CHTH course offerings.

D. *Languages*

1. **Modern Languages (Form BPhD-5)**

In addition to English, reading knowledge of two other modern languages (typically French, German, Italian, Korean, or Spanish) is required. At least one of these modern languages is encouraged prior to matriculation. Reading knowledge in the second modern language is encouraged before beginning the second year of residence.

The modern language requirement is met by passing a two hour exam normally prepared and graded by a Brite faculty member. Exams will be graded Pass/No Pass. The two-hour exam will require a translation of no more than two pages from a book or journal article. Students may make use of a dictionary. Students
should be in conversation with the faculty member conducting the examination for particular instructions.

Brite occasionally offers BRLN 90000 to provide a foundation from which students can prepare for a modern language exam. This course, while beneficial, does not satisfy the modern language requirement. Students who have completed BRLN 90000 are encouraged to continue to develop their translation skills before taking an exam with a faculty member.

Students whose first language is not English and who have submitted scores on the TOEFL of not less than 600 (computer-based 250 or internet-based 100) or superior GRE scores for Writing Assessment may choose to demonstrate proficiency in English as a modern language. Normally, the professor teaching the Ph.D. Critical Introduction (HEBI 95713 or NETE 95713) will write a letter at the end of the course for the student’s academic file certifying the student’s English research competence. English will then be counted as one of the two required modern languages for students who so elect, though reading knowledge in two other modern languages is encouraged.

2. Ancient Languages (Form BPhD-6)

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During the first week of the semester, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). The translations will be evaluated by two faculty members and the results shared with the student and the Associate Dean for Academic Affairs.

3. Special Language Proficiency

Special proficiency in either Biblical Hebrew or Greek will be demonstrated later through a more comprehensive written examination. The BIIN Ph.D. Biblical Hebrew or Greek Examination, which can be scheduled any time after admission to the Ph.D. Program, must be completed before qualifying examinations are scheduled. Students should peruse the guidelines for Hebrew and Greek Examinations and their accompany forms (BPhD-7, BPhD-8). Examination results will be filed in the student’s academic file.

E. Extensive Research

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in
theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

F. Research Methodology

Competence in research methodology is demonstrated by seminar papers, qualifying examinations, and the dissertation. In addition, two methodological courses are required: HEBI 95713 Critical Introduction to the Hebrew Bible and NETE 95713 Critical Introduction to the New Testament.

G. Pedagogy

Students will learn to teach by means of mentoring relationships with faculty and classroom instruction under the supervision of faculty through teaching assistantships. Some students will serve as teaching assistants to the biblical faculty and some will occasionally teach Hebrew or Greek language courses at Brite or an introductory level undergraduate course in the TCU Religion Department.

H. Annual Review of Student’s Academic Progress

Annual written review of the student’s progress is conducted by the Associate Dean for Academic Affairs, in consultation with the faculty. Progress in the Program is contingent upon positive academic performance, successful completion of qualifying examinations, competency in original research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

I. Fee for Continuation

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in Program by enrolling in BRLB 90001, Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses for the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

J. Ph.D. Program Timeline

A minimum of two full years of residency is required. The degree is to be completed within seven years. A candidate may petition for an extension, and the Associate Dean for Academic Affairs in consultation with the Dissertation Director and
Advanced Programs Committee will determine whether to grant an extension (Form BPhD-2).

K. Qualifying Examinations

Following the completion of course work and modern and ancient language requirements, students will elect qualifying examinations in two of the areas listed below. Students should follow the guidelines for these areas and fill out the appropriate accompanying forms.

(a) Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism (Form BPhD-9)
(b) New Testament and Literature of Early Christianity (Form BPhD-10)
(c) Themes and Issues in Biblical Theology
(d) History of Biblical Interpretation
(e) Theological Hermeneutics

These examinations are administered three times a year. Applications for qualifying examinations are available from the Associate Dean for Academic Affairs. BIIN qualifying examinations are graded pass with distinction, pass, or no pass (Form BPhD-11). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form be submitted to and approved by the Associate Dean for Academic Affairs (see Form BPhD-12).

L. Dissertation

1. Dissertation Proposal Timeline and Approval

The candidate must conduct original research and write a dissertation that contributes new knowledge to the field. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Committee appointed by the Dissertation Director in consultation with the student, the department, and the student’s advisor. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the Dissertation Director.
Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student’s responsibility to adhere to the Proposal and Dissertation Guidelines.

2. Dissertation Manual of Style

Students in the BIIN Program must use *The Chicago Manual of Style* (16th ed.) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in *The SBL Handbook of Style*.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).

4. Dissertation Committee

The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate
signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

M. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters below will be followed.

1. Scheduling of Oral Defense

The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at http://lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care
should be taken to ensure compliance with May and December graduation
deadlines. The text should be submitted and all fees paid no later than April 10 for
May graduation or November 10 for December graduation.

N. Travel Grants

A limited amount of money is available each year to support Ph.D. students’ travel
expenses for dissertation related work and to enhance student programs by attending
professional meetings or by participating in archaeological expeditions, course-
workshops, and similar events. If you wish to apply for such funds, please fill out
application form BPhD-26. You should describe the event you wish to attend and if
possible attach a published description of the event with your application. Students
usually receive only one grant during their time in program. The maximum grant that
can be awarded is $1000; and lesser amounts may be given depending on the number
of applicants and need. Preference may be given to those closest to the end of their
program. The Advanced Programs Committee will consider applications for the
period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate
of how the money will be spent by category, e.g., approximately $xxx airline travel;
$yyy conference fee; approximately $xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This
means that any plane flight, conference, course or expedition that a travel grant
is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 p.m. on February 15. The form
should be delivered to the Office of the Associate Dean for Academic Affairs.

O. Women and Gender Studies Certificate for Ph.D. Students

Brite cooperates with other TCU graduate departments and schools in offering a
Women and Gender Studies Certificate Program. This program is currently open to
Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the
Certificate, students must complete twelve hours of course work: BRIT 90003:
Graduate Colloquium in Feminist Methodology and Theory, and three additional
Brite courses approved for the program. For further details, contact the Associate
Dean for Academic Affairs.
III. THE PH.D. PROGRAM IN PASTORAL THEOLOGY: TRANSFORMING PERSONS, COMMUNITIES, AND PRACTICES

The Ph.D. program in Pastoral Theology: Transforming Persons, Communities, and Practices is designed to prepare scholars and practitioners in the academic discipline of pastoral theology and in practices with individuals, communities and wider publics. In keeping with the mission of Brite Divinity School, graduates of this program will make significant contributions to academy, church, and community through scholarship, original research, and reflective practice. Graduates will serve as teachers and researchers, pastoral care specialists, chaplains and leaders in intellectual and public contexts.

A. Degree Requirements

The Pastoral Theology Ph.D. degree requires successful completion of 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. Successful completion of 48 semester hours means that a student who receives a grade lower than “B-” in any course will not receive credit for that course.

All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters. Entering students are also required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.

A student wishing to take a TCU course to satisfy a Brite Ph.D. Program requirement should consult the Brite department involved and petition the Associate Dean for Academic Affairs. Departmental approval is normally required in advance (see Form BPhD-4).

B. Graduate Seminars and Courses

Course work will include 7 classroom seminars, 1 directed study, and 8 other 90000 level courses (at least 3 in PTPC). The student should obtain a Doctor of Philosophy (Ph.D.) in Pastoral Theology: Transforming Persons, Communities, and Practices Advising Form (BPhD-18) and meet with an advisor to assure degree requirements will be fulfilled.

C. Language

Demonstrated competence in one of the following: French, German, or Spanish. Competency can be achieved by passing a one-semester/three-hour graduate course or two one-semester/three-hour undergraduate courses with a grade of B or better. This requirement may be met before matriculation or by taking a course at Brite during the first year of Ph.D. studies.
D. **Extensive Research**

Ph.D. students are required to do extensive research following ATS guidelines. During both their course of studies and their dissertation research, students shall be required to use competently the language(s) in which relevant primary texts are written, as well as those in which there is important secondary material. This should include at least one ancient and one or more modern languages. Students engaged in theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

E. **Research Methodology**

Competence in both quantitative and qualitative research methodologies appropriate to Pastoral Theology is demonstrated through successful completion of the required Ph.D. seminars: Methods in Pastoral Theology and Research Projects in Pastoral Theology.

F. **Pedagogy**

Through mentoring relationships, formal coursework, teaching assistantships, and seminars, the students will learn pedagogical skills to teach and supervise within the guidelines of the American Association of Pastoral Counselors and the Association for Clinical Pastoral Education. Graduate students, mentored by the faculty, will participate in the administrative, research, and teaching work of the department.

G. **Annual Review of Student’s Academic Progress**

Annual written review of the student’s progress is conducted by the Associate Dean for Academic Affairs, in consultation with the faculty. Progress in the Program is contingent upon positive academic performance, successful completion of qualifying examinations, competency in original research and writing, and development of pedagogical skills. No grade below B- is accepted for credit and a minimum cumulative 3.25 grade point average is required for graduation.

H. **Fee for Continuation**

Ph.D. students who are not enrolled in any class during a fall or spring semester will be charged a fee for continuation in Program by enrolling in BRLB 90001, Dissertation or Thesis Research in Library. This fee will allow use of the Mary Couts Burnett Library. If a student is enrolled in BRLB 90001 or any other courses in the spring semester and is advance registered for BRLB 90001 or any other courses for the fall semester, library access will continue during the summer without enrolling in BRLB 90001. Library copy cards function in the summer only if the student is enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).
I. Ph.D. Program Timeline

A minimum of two full years of residency is required. The degree is to be completed within seven years. A candidate may petition for an extension, and the Associate Dean for Academic Affairs in consultation with the Dissertation Director and Advanced Programs Committee will determine whether to grant an extension (Form BPhD-2).

J. Qualifying Examinations

Following completion of course work, language, and research methodology requirements, qualifying examinations will be designed collaboratively to assess knowledge and integrative perspectives in pastoral theology and pastoral care. These examinations are administered three times a year. The student is directed to read the Guidelines for Pastoral Theology Ph.D. Qualifying Examinations and fill out the Application for Pastoral Theology Qualifying Examinations available from the Associate Dean for Academic Affairs (Form BPhD-19). PTPC qualifying examinations are graded as pass with distinction, pass, or no pass (Form BPhD-20). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form submitted to and approved by the Associate Dean for Academic Affairs (Form BPhD-12).

The student must submit a brief description of the anticipated dissertation topic to the faculty advisor as part of the Qualifying Examinations process.

K. Dissertation

The PTPC department chooses the director of the dissertation based upon the student’s interest, faculty load, research leave schedule, etc.

1. Dissertation Proposal Timeline and Approval

The candidate must demonstrate technical competence to conduct significant and original research and to write an acceptable dissertation. Typically, within six months following the successful completion of qualifying examinations, the candidate will present the dissertation proposal (15-20 pages) to the Dissertation Director and Dissertation Committee. A request for extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Associate Dean for Academic Affairs (BPhD-13).

The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee for final approval. The student should tailor the approval page as shown in Form
BPhD-14. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the Dissertation Director.

Dissertations involving human participants must also receive approval from Texas Christian University’s Institutional Review Board. Proposals must conform to the policy and procedure, as stated in the *Brite Governance Handbook* (sections 3.5 and 3.6). Additional information can be found online at [www.research.tcu.edu](http://www.research.tcu.edu).

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee. It is the student’s responsibility to adhere to the Guidelines for Proposal and Dissertation.

2. Dissertation Manual of Style

Students in the PTPC Program must use *The Chicago Manual of Style (16th ed.)* or *APA Style*. The same manual of style is to be used for both the proposal and dissertation. In addition, the student must follow the list of abbreviations for biblical books as shown in *The SBL Handbook of Style*.

3. Dissertation Proofread/Copy Edited

The dissertation will be professionally proofread/copy edited, and the Dissertation Director will determine when both the form and content are ready for an oral defense. Pre-approved proofreaders/copy editors are available for consultation (see the Associate Dean for Academic Affairs for a list and cost).

4. Dissertation Committee

The Dissertation Committee will normally consist of three members, two of whom are in the PTPC department. The Dissertation Director must be a full-time PTPC faculty member of Brite.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be
willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

L. Oral Defense of Dissertation

Before a student may graduate an oral defense of dissertation shall occur. The parameters shown below will be followed.

1. Scheduling Oral Defense

The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy. Timeline for the oral defense may be found in the Proposal and Dissertation Guidelines.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade.
and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-17).

4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Instructions for submitting the text to UMI can be found on line at http://lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

M. Travel Grants

A limited amount of money is available each year to support Ph.D. students’ travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out application form BPhD-21. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in program. The maximum grant that can be awarded is $1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately $xxx airline travel; $yyy conference fee; approximately $xxx food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 p.m. on February 15. The form should be delivered to the Office of the Associate Dean for Academic Affairs.

N. Women and Gender Studies Certificate for Ph.D. Students

Brite cooperates with other TCU graduate departments and schools in offering a Women and Gender Studies Certificate Program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate, students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional
Brite courses approved for the program. For further details, contact the Associate Dean for Academic Affairs.
IV. GUIDELINES

Audit Enrollment
By Ph.D. Students

1. Audit Guidelines

At Brite Divinity School, occasional visitation of classes by students is allowed with the consent of the instructor. In all cases, attendance of more than one-third of the class sessions requires official enrollment as an auditor. Auditors are admitted to classes on space-available basis only. Interested students should consult the instructor and the Office of the Associate Dean for Academic Affairs.

The only period during which students may register for an audit or change a credit class to audit is from the second day of late registration as published in the Divinity School calendar up to the end of the time period covered by the first one-third of the class sessions.

2. Audit Fee and Grant Provision

Brite will pay audit fees for up to two courses audited. Written permission of the instructor and the Associate Dean for Academic Affairs is required (see Form BPhD-1). Normally, no more than one course per semester may be audited under this grant provision.

3. Classroom Participation and Grade

Classroom recitation and participation may be restricted at the discretion of the instructor; no grade is assigned and no credit is awarded. If credit is desired, the student must register for and repeat the course after paying the appropriate tuition. If a student switches from credit to audit enrollment status, that too may be done no later than the time period covered by the first one-third of the class sessions.

The student’s name will appear on the instructor’s class roll. In order for “AU” to appear on the transcript, however, the instructor must certify at the end of the semester that the student has attended as an auditor. Audits not approved by the instructor as a final grade will be omitted from the student record.
BIIN Ph.D. Hebrew Examination

The BIIN Ph.D. Hebrew Examination can be scheduled any time after admission to the Ph.D. Program. Ph.D. students majoring in Hebrew Bible, Apocryphal/Deuterocanonical Books, and the Literature of Early Judaism must complete the Hebrew Examination before the Qualifying Examinations can be scheduled.

The Hebrew Examination will be available in the Office of the Associate Dean for Academic Affairs at 8:00 a.m. on the day selected for the exam. The exam must be returned to that office by 5:00 p.m. of that day.

To schedule the examination, the student must complete the following steps:

1. Obtain the BIIN Ph.D. Hebrew Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-7);

2. Set the date for the examination and agree upon its content by securing the signatures of the two Hebrew Bible/Jewish Studies faculty members who will prepare and grade the Hebrew Examination;

3. Return the completed Hebrew Examination Application to the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Hebrew Examination.

The BIIN Ph.D. Hebrew Examination will contain the following:

    Reading and translating at least three passages (up to 80 total verses) in the Hebrew Bible, using critical resources, pointing out grammatical phenomena, and interpreting the BHS textual apparatus as required. Texts will be selected in dialogue between the Ph.D. student and Hebrew Bible/Jewish Studies faculty examiners.

Grading the BIIN Ph.D. Hebrew Examination

1. The Hebrew Bible/Jewish Studies faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.

2. The Hebrew Bible/Jewish Studies faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.
BIIN Ph.D. Greek Examination

The BIIN Ph.D. Greek Examination can be scheduled any time after admission to the Ph.D. Program. Ph.D. students majoring in New Testament and Literature of Early Christianity must complete the Greek Examination before the Qualifying Examinations can be scheduled. The examination will consist of 4.5 hours in three 1.5 hours sessions on the same day.

To schedule the examination, the student must complete the following steps:

1. Obtain the BIIN Ph.D. Greek Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-8);

2. Set the date for the examination and agree upon its content by securing the signatures of the two New Testament faculty members who will prepare and grade the Greek Examination;

3. Return the completed Greek Examination Application to the Office of the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Greek Examination.

The BIIN Ph.D. Greek Examination will contain three elements:

1. Reading and translating two of three passages (up to 50 total verses) in the Greek New Testament at sight, without dictionaries or other aids. The student is required to point out grammatical phenomena and to interpret the Nestle-Aland textual apparatus;

2. Reading a prepared passage (approximately 15 total verses) with a dictionary. Texts will be selected in dialogue with the Ph.D. student and New Testament faculty examiners;

3. Reading a prepared non-biblical Greek text (approximately 15 total verses) with a dictionary. Texts will be selected in dialogue with the Ph.D. student and New Testament faculty examiners.

Grading the BIIN Ph.D. Greek Examination

1. The New Testament faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.

2. The New Testament faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.
BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism

Qualifying Examinations

The BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Major Qualifying Examination can be scheduled after successful completion of course work and modern and ancient language requirements.

In addition to the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Major Qualifying Examination, the student must select one of the following four areas for the Minor Qualifying Examination:

   a. New Testament and Literature of Early Christianity  
   b. Themes and Issues in Biblical Theology  
   c. History of Biblical Interpretation  
   d. Theological Hermeneutics

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.

2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Qualifying Examinations form (BPhD-9) from the Associate Dean for Academic Affairs. Form BPhD-9 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.

3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, and the content of the two examinations and to secure each faculty member’s signature.

4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be filed with the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.
Qualifying Examinations Procedure

1. If the Minor Qualifying Examination is in Themes and Issues in Biblical Theology, History of Biblical Interpretation, or Theological Hermeneutics, it is included in the one-week take-home examination along with the Major Qualifying Examination. Resources of any sort may be used for these examinations. A personal computer is to be used for taking these examinations. The student will pick up the examinations from the Office of the Associate Dean for Academic Affairs on Monday at 8:00 a.m. and return the completed examinations on Friday by 5:00 p.m.

2. If the Minor Qualifying Examination is in New Testament and Literature of Early Christianity, the student will select a day from the week chosen for a six-hour examination at Brite Divinity School, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to this examination (except an unmarked copy of the Greek NT). The examination will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

3. In the Major Qualifying Examination, the student will answer three of five questions that will test competence in the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, drawn from Pentateuch, Historical Books, Poetry and Wisdom, Major and Minor Prophets, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism.

4. In the Minor Qualifying Examination, the student will answer two of four questions in a selected second area of biblical interpretation (see areas listed in b.-d. and the exceptions for a. above). The Minor Qualifying Examination will be designed collaboratively by Hebrew Bible faculty and faculty from the area of examination, in conversation with the student.

Grading the Qualifying Examinations

1. Hebrew Bible faculty members with any other faculty who have prepared a particular area examination will read the respective examinations and assign one of three grades: Pass with Distinction, Pass, or No Pass (see Form BPhD-11).

2. The Hebrew Bible faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.

3. The exams of each area will be read by at least two members of the permanent faculty in the applicable area. If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more
than two of the exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exam questions, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take failed exam(s) one time. There will be no exceptions to this policy.
BIIN Ph.D. New Testament and Literature of Early Christianity

Qualifying Examinations

The Ph.D. BIIN New Testament and Literature of Early Christianity Qualifying Examinations can be scheduled after successful completion of two modern language examinations, the Ph.D. BIIN Greek Examination, and 48 hours of coursework.

In addition to the New Testament and Literature of Early Christianity Qualifying Examination, the student must select one of the following four areas for the Minor Qualifying Examination:

a. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism
b. Themes and Issues in Biblical Theology
c. History of Biblical Interpretation
d. Theological Hermeneutics

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.

2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations form (BPhD-10) from the office of the Associate Dean for Academic Affairs. Form BPhD-10 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.

3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, the content of the two examinations, and to secure each faculty member’s signature.

4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be completed and filed with the Office of the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, by September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.
Qualifying Examinations Procedure

1. Each of the two Qualifying Examinations (with the exception of Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, which is described below) must be completed within six hours, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to the Qualifying Examinations (except an unmarked copy of the Greek NT). The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

2. The student selects a day from the week chosen to take the Major Qualifying Examination in New Testament and Literature of Early Christianity.

On the day selected for the New Testament and Literature of Early Christianity Qualifying Examination, the student will answer three of five questions that will test competence in the content of the New Testament; the historical and cultural setting of the New Testament documents in the Jewish and Hellenistic world; the history of interpretation of the New Testament books through Irenaeus; introductory issues to each New Testament book (authorship, date, source, provenance, etc.); major themes and methods of NT theology. The questions themselves will be direct and simple sounding, designed to allow the student to formulate appropriate issues and categories and then elaborate with a breadth, depth, and sophistication sufficient to show that the student is now in adequate command of data, resources, and skills to permit teaching at the graduate level and to begin independent work on a dissertation.

3. The student selects a second day during this week if the Minor Qualifying Examination is in Themes and Issues in Biblical Theology, History of Biblical Interpretation, or Theological Hermeneutics.

On this day, the student will answer three of five questions in the selected second area of biblical interpretation. The Minor Qualifying Examination will be designed collaboratively by New Testament faculty and faculty from the area of examination, in conversation with the student.

4. The student who elects the Minor Qualifying Examination in Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism will receive a one-week take-home examination administered during the examination week. The student will pick up the examination from the Office of the Associate Dean for Academic Affairs on Monday at 8:00 a.m. and return it on Friday by 5:00 p.m. Resources of any sort may be used for this examination. A personal computer is to be used to take this examination.
Grading the Qualifying Examinations

1. New Testament faculty members with any other faculty who have prepared a particular area examination will read the respective examinations and assign one of three grades: Pass with Distinction, Pass, or No Pass (see Form BPhD-11).

2. The New Testament faculty will provide written notification to the student and to the Associate Dean for Academic Affairs within three weeks following completion of the examinations of the results.

3. The exams of each area will be read by at least two members of the permanent faculty in the applicable area. If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more than two of the exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exam questions, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take failed exam(s) one time. There will be no exceptions to this policy.
PROPOSAL AND DISSERTATION

BIBLICAL INTERPRETATION (BIIN)

I. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

II. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the department, and the student’s advisor.

The Dissertation Proposal will normally address the following matters:

- **Statement of Thesis**
  What is the original proposition or point of view that you plan to argue?
  What is the hypothesis or major question that you are attempting to answer?

- **Brief History of Research**
  How will your study fit into other scholarly research on the topic?
  How will your research contribute to study of this topic?

- **Hermeneutical Perspective**
  Which interpretive models are operative in your study?
  Why is this perspective appropriate to your study?

- **Methodology**
  Describe the practices and procedures you will employ to develop your thesis.

- **Explain your rationale for the selection(s)**
  If the dissertation involves human participants, include your rationale for selecting the procedure and participants for this research including a description of the specific manner in which the practices and procedures conform to policy. See *Brite Governance Handbook* 3.5 Research Involving Humans: Policy & Procedure, and *Brite Support Manual* Appendix Q “Research Proposal and Consent Formats for Review” for information regarding Brite’s policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants.
Additional information about research with human subjects can be found online at www.research.tcu.edu.

**Proposed Outline**  
Describe the chapters and the content of each.

**Working Bibliography**  
List primary and secondary sources.

### III. PROPOSAL/DISSERTATION CONTENT AND FORM

Students in the BIIN Program must use *The Chicago Manual of Style* (16th edition) supplemented by *The SBL Handbook of Style*. They are to use the same manual of style for both the Proposal and Dissertation.

Students are to:

- Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
- Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

### IV. DISSERTATION COMMITTEE

The Dissertation Committee will be composed of three to five members. The Dissertation Director must be a Hebrew Bible, New Testament, or Jewish Studies faculty member of Brite or TCU.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.
V. APPROVAL OF DISSERTATION PROPOSAL

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee.

1. Student Responsibility

   The candidate’s initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.

2. Extension of Time

   A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

VI. DISSERTATION

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. Dissertation Timeline

   In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are “no later than” and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):
November 1  
Completed first draft of dissertation submitted to Dissertation Committee

January 10  
Dissertation Committee returns draft to candidate with suggestions

February 10  
Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

March 1  
Oral defense is held no later than March 1, but an earlier date is recommended. (See Section VII, 3. (b) for oral defense timeline.)

April 10  
Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.
- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.
- Tabulation must be five spaces.
- The text is justified on the left margin, but is not justified on the right margin.
- All margins should be one inch.

VII. ORAL DEFENSE

1. Scheduling of Oral Defense
Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

(b) Revisions and Graduation Postponement

*Two Weeks After Orals*

In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

*Graduation Deadline and Postponement*

If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.

VIII. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees
When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at http://www.lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.
Pastoral Theology: Transforming Persons, Communities, and Practices Ph.D.

Qualifying Examinations

The Pastoral Theology Ph.D. Qualifying Examinations can be scheduled after completion of 48 hours of coursework. The following guidelines are to be followed to assure a successful completion of Qualifying Examinations:

Timeline for Filing Qualifying Examinations Application

Qualifying Examinations are administered during the fourth week of September and January, and the second full week of April. The student must complete the Qualifying Examinations Application (see Form BPhD-19) and file it with the Associate Dean for Academic Affairs by June 1 for September examinations, September 15 for January examinations, and January 15 for April examinations. This application will stipulate the date for the Qualifying Examinations, the student’s agreement to use a computer with no additional files, notes, or outside books, and description of any other special arrangement.

Five Qualifying Exam Topics

The following topics will be covered in five qualifying exams in Pastoral Theology:

1. Pastoral Theology: Theory and Implications for Practice
2. Understanding the Human Being: Engaging Theological and Theoretical Sources
3. Histories and Horizons of Pastoral Theology
4. Method in Pastoral Theology and in Research
5. Paper focused by Student’s interest in possible dissertation topic and which will demonstrate skills in constructive pastoral theological reflection and its implications (due two weeks before exams).

The student and faculty advisor will discuss, in broad terms, questions appropriate for each examination. The PTPC permanent faculty will determine final examination questions.

Student and Faculty Members’ Conversations

In addition to meeting with the Faculty Advisor, the student is encouraged to meet with other PTPC faculty members to discuss the content of the examinations and the construction of pertinent bibliographies.
Qualifying Examinations Schedule

The student may begin taking all five Qualifying Examinations at 8:00 a.m. on Monday and must complete all examinations by Friday at 4:00 p.m. of the examination week. Four hours will be allowed for the completion of each written examination. The exception is the fifth Area Essay that is due two weeks before the examination week.

Provision of a Dissertation Topic from Pastoral Theology Students

Pastoral Theology students must submit a brief description of the anticipated dissertation topic to their respective faculty advisor as part of the Qualifying Examinations process.

Grading the Qualifying Examinations

The Faculty Advisor and other faculty members who read the written examinations will assign one of three grades: Pass with Distinction, Pass, or No Pass (Form BPhD-20). The Faculty Advisor will provide written notification to the Associate Dean for Academic Affairs and the student of the examination results within three weeks following completion of the examinations.

Qualifying Examinations Failure and Re-Take Options

Ph.D. students in Pastoral Theology take five exams, one of which is an essay relevant to their dissertation research. Each exam will be read by two PTPC permanent faculty. If both faculty members agree that the exam or paper does not meet passing standards, then that exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the PTPC permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more than two of the exams will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exams, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the PTPC permanent faculty, then the student will be said to have passed the exam(s). If any exam re-take is judged to be of failing quality by two permanent PTPC faculty members, then the qualifying exams as a whole will have been failed and the student will be dismissed. If the two readers disagree on whether the re-taken exam(s) is of passing quality, a third member of the PTPC permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take a failed exam(s) one time. There will be no exceptions to this policy.
Ph.D. Exams for Pastoral Theology Area

Exam 1  Pastoral Theology: Theory and Implications for Practice

Students should be prepared to:
- Trace the relation of theory, theology, and practice in pastoral theology across a variety of global contexts.
- Explore influences of various theologies (e.g. systematics, womanist) on pastoral theology and the implications for practice.
- Discuss pastoral theological contributions to pastoral ministries broadly defined.

Exam 2  Understanding the Human Being: Engaging Theological and Theoretical Sources

Students should be prepared to:
- Analyze and discuss the relationships between the social and physical sciences to the theory and practices of pastoral theology.
- Describe specific personality and psychotherapeutic approaches that have been encountered in the student’s program and their contributions/limitations. Discuss their underlying assumptions and foundations. Identify and describe the contributions of key persons in various guilds (e.g. clinical and academic) in relation to understanding human being.
- Describe specific theological approaches to understanding human being that have been encountered in the student’s program and their contributions/limitations. Discuss their underlying assumptions about human being.
- Discuss the importance of contextual factors in theological anthropologies, and implications for future understandings of the human person.
- Discuss the role of personality theory and theologies in the larger cultural realm (not just in the care of individuals) and how it might be relevant to the care of systems, institutions, societies, etc.

Exam 3  Histories and Horizons of Pastoral Theology

Students should be prepared to:
- Trace key historical trends and shifts in the field across a variety of global contexts, including key figures, the development of fundamental themes, and cultural influences in that development.
- Identify some of the contributions and limitations of significant historical moments in pastoral theology.
Exam 4  Methods in Pastoral Theology and in Research

Students should be prepared to:

- Discuss what makes pastoral theology unique methodologically
- Articulate various historical shifts in the primary methods used in pastoral theology and their contributions/limitations.
- Survey the development of contemporary qualitative methods and how they might inform and benefit pastoral theology. What might pastoral theology offer methodologies being developed and/or used beyond our field?

Exam 5  Fifth Area Exam Essay

Goal for the 5th Area Exam:

The goal of the exam is to demonstrate competence in defining and developing a research question and demonstrating competence in constructively engaging that research as a pastoral theologian. The exam should allow the faculty to access a student’s emerging capacities as a pastoral theologian to develop a dissertation project that will contribute to the field of pastoral theology.

Faculty will provide students with more detail of the expectations and protocol for this exam when appropriate.
PROPOSAL AND DISSERTATION

PASTORAL THEOLOGY: TRANSFORMING PERSONS, COMMUNICATIONS, AND PRACTICES

I. PH.D. DISSERTATION TOPIC

Possible areas and topics for the Ph.D. dissertation should be considered from the beginning of residency. Seminar and course papers may be chosen to explore such possibilities. As a first step toward the dissertation proposal, the student must select a dissertation topic in consultation with his/her Academic Advisor (or Dissertation Director, if different).

II. DISSERTATION PROPOSAL

Typically, within six months following successful completion of qualifying examinations, the candidate will present the Dissertation Proposal (15-20 pages) to a Dissertation Committee appointed by the Dissertation Director in consultation with the student, the department, and the student’s advisor.

Develop the dissertation proposal around answers to the following questions, keeping in mind that coherence among the answers is crucial:

Thesis
- What is the thesis that you plan to develop? (A thesis is a hypothesis to be demonstrated, a question or problem to be explored, a contention or argument to set forth.)
- How does the thesis advance the purposes of pastoral theology as a credible account of human experience, an adequate theological description of God and God’s activity, and a constructive proposal for action, pastoral response, or practice of ministry?

Literature Review
- What is the history of the question or main point in the pastoral theology literature, and in other relevant fields of study?
- How will your project add to the conversation around this topic contributing new knowledge to the field of pastoral theology?

Sources and Norms
- What biblical and theological perspectives inform your study, and why are they appropriate to your project?
- What experiences, practices, or communities will serve as the empirical source, context, or particular situation that you engage in the project?
- What social/behavioral sciences or interdisciplinary resources will help you understand, analyze, and interpret the theology and experience?
• What hermeneutical perspectives, criteria, or interpretive strategies influence your selection and structure your critical engagement of these sources?

Methodology
• What is the methodology or “unifying” logic to be employed in the development of your thesis, connecting the various components of the project (i.e., traditionally understood as inductive, deductive, or aesthetic)?
• If the sources you use are not congruent in the overarching logic or philosophical assumptions they represent, how will you account for the dissonance among them throughout the project without resorting to reductionism or syncretism?
• How will you carry the thesis forward as you engage the selected sources and empirical research, culminating in a constructive pastoral theological response in the concluding chapter?
• What empirical research (i.e., interviews, case studies, and the like) will you bring into conversation with the theological and social science perspectives? What is your rationale for selecting the procedures and participants for this research?*

*See Brite Governance Handbook 3.5 Research Involving Humans: Policy & Procedure, and Brite Support Manual Appendix Q “Research Proposal and Consent Formats for Review” for information regarding Brite’s policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants. Additional information about research with human subjects can be found online at www.research.tcu.edu.

Outline
The Outline should provide a brief, preliminary representation of chapter titles and 3 or 4 subheadings under each.

Working Bibliography
The proposal needs to include sufficient bibliographic research to demonstrate that the project has not already been done, and how the project relates to, and is distinct from, other research in the field.

Comments on the Process of Proposal Development:
• Meet with your advisor very soon after exams in order to confirm your dissertation topic.
• Once the Dissertation Director and readers are identified by the PTPC department, in consultation with the student, establish a time frame for completion of the dissertation proposal within six months following the exams. (Normally, several drafts of the thesis and the proposal itself are required).
• Focus on the thesis as the first step in proposal development, working toward a very brief, concise statement of the question or hypothesis that represents your energy and interest, narrow enough to be accomplished, and creative enough to engage your passion.
Once the thesis statement is clear and strong, the student meets with the dissertation committee as a whole for additional conversation about the thesis, and a shared understanding for reading drafts of the proposal and later, the dissertation itself.

- Limit the proposal to 15-20 pages so that the “scaffold” or “idea tree” is evident and comprehensible as a whole.
- The dissertation committee members must read and approve the proposal before it goes to the Advanced Program Committee.

III. PROPOSAL/DISSERTATION CONTENT AND FORM

Students in the Pastoral Theology Program must use The Chicago Manual of Style (16th edition) or APA Style. The same manual of style is to be used for both the proposal and dissertation.

Students are to:

- Follow the list of abbreviations for biblical books in The SBL Handbook of Style.
- Tailor the title page and signature page as established by Brite (Forms BPhD-15 and -15a).

The Dissertation Director will determine when form and content are ready for an oral defense.

IV. DISSERTATION COMMITTEE

The Dissertation Committee will normally consist of three members, two of whom are in the PTPC department. The Dissertation Director must be a full-time PTPC faculty member of Brite.

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar $300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video teleconferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

V. APPROVAL OF DISSERTATION PROPOSAL
The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

Normally, the student will be asked to meet with the Advanced Programs Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Committee. The Dissertation Director will also typically be present for the conversation. The Advanced Programs Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and the Dissertation Director.

Revised dissertation proposals need to have changes approved only by the Dissertation Director, not by the Advanced Programs Committee.

1. **Student Responsibility**

   The candidate’s initiative is important at every stage of the Ph.D. Proposal and Dissertation process. The candidate must clarify the process and procedures for the completion of the work (e.g. reading of drafts) by collaborating with the Dissertation Director and the Dissertation Committee.

2. **Extension of Time**

   A request for an extension beyond six months to submit a dissertation proposal can be made by completing the appropriate form and acquiring the approval of the Dissertation Director and the Associate Dean for Academic Affairs (BPhD-13).

**VI. DISSERTATION**

Students are encouraged to submit dissertations under 300 pages in length (including bibliography and appendices). Permission to exceed this page limitation should be obtained in advance from the Dissertation Director and Dissertation Committee.

1. **Dissertation Timeline**

   In order to meet the March 1 oral defense deadline, the following timeline must be followed (all dates are “no later than” and are based on a May graduation. If a December graduation is necessary, timelines must be arranged with the Dissertation Committee.):

   - **November 1**
     - Completed first draft of dissertation submitted to Dissertation Committee
January 10  
Dissertation Committee returns draft to candidate with suggestions

February 10  
Student has revised draft professionally proofread/copy edited and submits sufficient copies for all Committee members

March 1  
Oral defense is held no later than March 1, but an earlier date is recommended. (See Section VII, 3. (b) for oral defense timeline.)

April 10  
Clean, Final copy must be submitted to the Associate Dean for Academic Affairs

2. Format

The following format must be adhered to—there are no exceptions:

- Paper must be acid free, white in color.

- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.

- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.

- Block quotations (quotations over five lines) are single-spaced. Block quotations must be indented four spaces from the left margin or eight spaces if the quotation begins a paragraph. Do not use quotation marks in the block quotation except for quotations nested within the block. Double-space before and after a block quotation.

- Tabulation must be five spaces.

- The text is justified on the left margin, but is not justified on the right margin.

- All margins should be one inch.

VII. ORAL DEFENSE

1. Scheduling of Oral Defense

Public oral defense of the dissertation is required. The Dissertation Director in consultation with the Dissertation Committee, the Associate Dean for Academic Affairs, and the candidate will set the date and time of the defense. The candidate is
encouraged to prepare a defense date as early as possible to allow for corrections and filing of final copy.

2. Oral Defense Protocol

The oral defense will be approximately one hour, including time for the Dissertation Committee to meet privately to determine their response. The oral defense is open to the student’s Dissertation Committee, the Associate Dean for Academic Affairs, and faculty at Brite. The Chair of the Dissertation Committee in consultation with the student defending the dissertation can invite other Ph.D. students to attend the defense. The Dissertation Committee members are the only ones who may speak or ask questions at the orals.

3. Evaluation of Oral Defense

(a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-17).

(b) Revisions and Graduation Postponement

Two Weeks After Orals
In the event the oral examination results in a pass, requiring minor revisions, or a conditional pass requiring substantial written revisions, the candidate has two weeks from date of orals to make the needed changes.

Graduation Deadline and Postponement
If a second oral defense is required, it must be scheduled in time to meet graduation deadlines. Major revisions and a second oral defense will normally postpone graduation.
VIII. FINAL DISSERTATION COMPLIANCE

1. Electronic Filing and Fees

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at http://www.lib.tcu.edu/howto/thesis.asp. The appropriate fees must be paid online. Care should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

Additionally, the student must employ Form BPhD-15, Dissertation Title Page with its accompanying Form BPhD-15a, Final Approval Signature Page, and Form BPhD-16, Copyright Acknowledgment. Students should note that while it is not a requirement, Brite strongly encourages students to copyright dissertations.

2. May Graduation

For May graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than April 10.

3. December Graduation

For December graduation, the dissertation must be approved, signed by the Dissertation Director and Dissertation Committee, and submitted to the Associate Dean for Academic Affairs no later than November 10.
Independent Study Courses

Normally independent studies will not be granted apart from exceptional circumstances. The guidelines for completion of the course are given to the student by the faculty member offering the course and must be approved by the Associate Dean for Academic Affairs. The Independent Study Approval Form is available in the Office of the Associate Dean for Academic Affairs. It must be completed by the student and the faculty member and approved by the Associate Dean for Academic Affairs. The form requires a statement of the exceptional circumstances that justify the independent study course.
Limits of Awards and Grants

Tuition grants are provided for all students while they are in program. However, financial aid is limited to six hours beyond the degree requirements in the Ph.D. program. Aid is also limited to a total of four years in program.
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PH.D. PROGRAM
AUDIT APPLICATION

NAME: ___________________________________ ID#: ______________________________________

1. Course you wish to audit (title, course number, semester/year): 
(Brite will pay audit fees for up to two courses audited.)

________________________________________________________________________________________

________________________________________________________________________________________

2. Reason(s) for wanting to audit this course:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

3. This is: □ 1st class audited □ 2nd class audited □ audit class not paid by Brite

Student’s Signature: __________________________ Date: __________________

4. Signature of professor of record for the course and the Associate Dean for Academic Affairs:

a. I consent to have this student audit my class:

________________________________________________________________________________________ Date: __________________

Professor

b. Concur:

________________________________________________________________________________________ Date: __________________

Associate Dean for Academic Affairs

Note: This form is to be filed with the Associate Dean for Academic Affairs

BPhD-1
Revised 06/24/15
REQUEST FORM
FOR EXTENSION OF PH.D. PROGRAM
BEYOND SEVEN YEARS

STUDENT’S NAME: ____________________________________________________________

STUDENT ID#: ____________________________________________________________

1. Please note (a) the specific reason(s) for requesting this extension; (b) indicate the status
   of your dissertation:

2. Time when you now plan to complete your program: __________________________

3. Signatures:
   (a) Student

   ____________________________________________________________
   Student Date

   (b) The Associate Dean for Academic Affairs, following consultation with the
       Dissertation Director and the Advanced Programs Committee, grants the extension.

   ____________________________________________________________
   Associate Dean for Academic Affairs Date

Note: This form is to be filed with the Associate Dean for Academic Affairs
ADVISING FORM
DOCTOR OF PHILOSOPHY IN BIBLICAL INTERPRETATION

Name: ____________________________________________
  Last    First    Middle    STUDENT ID

Advisor: ____________________________  Semester Admitted: ________________

Major Area: ______  Minor Area: ______  Healthy Boundaries: ____________

- The degree requires 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. See Ph.D. Manual for specifics.
- Evaluation of prior work will be made at the end of the first year of residence.
- All courses must be selected in discussion between the student and adviser.
- Independent Study courses require permission of the professor and the Associate Dean

Language
- Modern Languages (Do not count toward Ph.D. credit hours)
  (Choose two: French, German, Italian, Korean, or Spanish) ________________  __________________
- Ancient Languages
  (at least 3 hours 90000 HEBI or NETE and major area examination) __________________

Research Methodology
(6 Hours required of all BIIN students)

  HEBI 95713 Critical Introduction to the Hebrew Bible ________________
  NETE 95713 Critical Introduction to the New Testament ________________

Graduate Seminars and Courses
(39 Hours selected from 90000 HEBI, NETE, CHHI, or CHTH)

  ____________________________________________  __________________
  ____________________________________________  __________________
  ____________________________________________  __________________
  ____________________________________________  __________________
  ____________________________________________  __________________

Seminars and Courses (if required to enhance a student’s background, but with no credit toward a Ph.D.)

  ____________________________________________  __________________
  ____________________________________________  __________________

BPhD-3
Revised 06/24/15
PETITION TO
SUBSTITUTE TCU COURSE FOR A
BRITE REQUIRED COURSE

All Brite Divinity School Ph.D. students who wish to enroll in a course offered by Texas Christian University (TCU) to substitute for a Brite required course need to petition the Associate Dean for Academic Affairs as follows:

Part I: To be completed by Student: __________________________________________________________

I hereby request approval for registration for the following course:

Dept./No./Title: ________________________________________________________________

Section/Time: _________________________________________________________________

Term/Year: _________________________________________________________________

_________________________ ____________________________
Student Signature Date

_________________________ ____________________________
Associate Dean Signature Date

Part II: To be completed by Representative (Department Chair or Course Instructor) of the TCU unit offering course.

A copy of this form should be kept on file in the TCU departmental office. Please report any schedule change for the above course to the Office of the Associate Dean at Brite.

I hereby certify that the registration indicated above is acceptable and not prohibited by prerequisites or restricted enrollment.

_________________________ ____________________________
Name: ________________________ Signature: ________________________

Position: ________________________

Department: ________________________

Date: ________________________

BPhD-4
Revised 06/24/15
PH.D. LANGUAGE REQUIREMENTS
MODERN LANGUAGE

STUDENT’S NAME: _______________________________________________________

STUDENT ID#: _______________________________________________________

passed the modern language requirement by passing a two hour exam normally prepared
and graded by a Brite faculty member.

________________________________/____________________________________
Language                      Test Date

_____________/_____________________________________/_________________
Passed/No Pass    Signed by Faculty Member or                          Date
Attested by Associate Dean for Academic Affairs
PH.D. LANGUAGE REQUIREMENTS
DIAGNOSTIC TEST

STUDENT’S NAME: ____________________________________________________________
STUDENT ID#: _____________________________________________________________

☐ BIBLICAL HEBREW ☐ BIBLICAL GREEK

A. Student took the diagnostic exam on ____________________________
   with the following result: ____________________________ (Date)
                                                                                      
                                                                                      
                                                                                      
                                                                                      
                                                                                      
                      ____________________________  ____________________________
          (Signed)                        (Date)

B. Student demonstrated competence in ☐ Biblical Hebrew ☐ Biblical Greek through
   course work in ____________________ taken in ____________________.
                                                                 ..........................
                      ____________________________  ____________________________
  (Course Number)       (Semester and Year)                                (Signed)  (Date)

NOTE

Information concerning the major Biblical Hebrew examination for Hebrew Bible majors and Biblical
Greek examination for New Testament majors may be found on a separate document. The examination
also requires a separate form.
BIIN PH.D. HEBREW EXAMINATION
APPLICATION AND RESULTS

STUDENT’S NAME: _____________________________STUDENT ID#: ____________

DATE OF APPLICATION: ________________________________________________

DATE OF EXAMINATION: _______________________________________________

Hebrew Bible
At least three passages (up to 80 total verses) in the Hebrew Bible will be read using critical
resources, pointing out grammatical phenomena, and interpreting the BHS textual apparatus
as required.

Texts, selected in dialogue between the Ph.D. student and Hebrew Bible/Jewish Studies
faculty examiners, include the following:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

___________________________________________
Student’s Signature

___________________________________________
Faculty Member’s Signature

EXAMINATION RESULTS:

☐ Pass with Distinction ☐ Pass ☐ No Pass

COMMENTS:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

___________________________________________
Faculty Member’s Signature

RETURN THIS FORM TO THE OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

BPhD-7
Revised 06/24/15
BIIN PH.D. GREEK EXAMINATION
APPLICATION AND RESULTS

STUDENT’S NAME: ____________________________ STUDENT ID#: __________________

DATE OF APPLICATION: ________________________________________________________

DATE OF EXAMINATION: _______________________________________________________

A. Greek New Testament
   Two of three passages (up to 50 total verses) in the Greek New Testament will be read at sight, without dictionaries or other aids, pointing out grammatical phenomena and interpreting the Nestle-Aland textual apparatus.

B. LXX
   Approximately 15 verses will be read from the following selections, with the use of a dictionary:

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

C. Non-Biblical Greek Text
   Approximately 15 verses will be read from a text, with the use of a dictionary:

   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

Student’s Signature                              Faculty Member’s Signature

EXAMINATION RESULTS:

☐ Pass with Distinction  ☐ Pass  ☐ No Pass

COMMENTS:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Faculty Member’s Signature                              Faculty Member’s Signature

Return this form to the Office of the Associate Dean for Academic Affairs
APPLICATION FOR
QUALIFYING EXAMINATIONS

BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of
Early Judaism

STUDENT’S NAME: ____________________________________________

STUDENT ID#: ____________________________________________

ADDRESS: ____________________________________________

________________________________________________________

________________________________________________________

HOME PHONE: ____________________________________________

E-MAIL ADDRESS: ____________________________________________

APPLICATION DATE: ________________________________

The student is directed to read the Guidelines for BIIN Ph.D. Hebrew Bible, Apocryphal/
Deuterocanonical Books, and Literature of Early Judaism Qualifying Examinations, and then
complete the following information as appropriate:

1. Date you wish to schedule the Qualifying Examinations:

   _____ Fourth Week of September (must be filed by May 1)
   _____ Fourth Week of January (must be filed by September 15)
   _____ Second Full Week of April (must be filed by January 15)

2. Faculty Advisor: ____________________________________________

1. Select one of the following areas for the Minor Qualifying Examination:

   _____ New Testament and Literature of Early Christianity (See Note below.)
   _____ Themes and Issues in Biblical Theology
   _____ History of Biblical Interpretation
   _____ Theological Hermeneutics
NOTE: If the Minor Qualifying Examination is in New Testament and Literature of Early Christianity, the student will select a day from the week chosen for a six-hour examination at Brite Divinity School, with a lunch break that is not counted as part of the six hours.

Day: ____________________  Date: ______________________________
Hours: ____________________  Location: ____________________
Computer Preference:  PC________________  MAC________________

____________________________________________________________________
Student’s Signature  Date

Following consultation with your adviser, the student must secure the signature of the various faculty members:

__________________________
Area

Faculty Signature

__________________________
Area

Faculty Signature

__________________________
Area

Faculty Signature

__________________________
Area

Faculty Signature

APPROVED:

____________________________________________________________________
Associate Dean for Academic Affairs  Date
APPLICATION FOR
QUALIFYING EXAMINATIONS

BIIN Ph.D. New Testament and Literature of Early Christianity

STUDENT’S NAME: __________________________________________________________

STUDENT ID#: ______________________________________________________________________

ADDRESS: _______________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

HOME PHONE: _____________________________________________________________________

E-MAIL ADDRESS: ______________________________________________________________________

APPLICATION DATE: ______________________________________________________________________

The student is directed to read the Guidelines for BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations, and then complete the following information:

1. Date you wish to schedule the Qualifying Examinations:

   ___Fourth Week of September (must be filed by May 1)
   ___Fourth Week of January (must be filed by September 15)
   ___Second Full Week of April (must be filed by January 15)

2. Faculty Advisor:

   ______________________________________________________________________

3. Select one of the following areas for the Minor Qualifying Examination:

   ___Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism
   ___Themes and Issues in Biblical Theology
   ___History of Biblical Interpretation
   ___Theological Hermeneutics

4. Each of the two Qualifying Examinations (with the exception of Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, which is
described below) must be completed within six hours, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to this examination (except an unmarked copy of the Greek NT). The Qualifying Examinations will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.

**Major Qualifying Examination:**

Day: ________________________       Date: _______________________________

Hours: ______________________        Location: ________________________

Computer Preference: PC___________  MAC_______________

**Minor Qualifying Examination:**

Day: ________________________       Date: _______________________________

Hours: ______________________        Location: ________________________

Computer Preference: PC___________  MAC_______________

5. If you have selected the Minor Qualifying Examination in Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, it will be administered as a one-week take-home examination. Resources of any sort may be used for these examinations. A personal computer is to be used to take this examination. You may pick up the examination from the Office of the Associate Dean for Academic Affairs on Monday at 8:00 a.m. and the completed examination must be returned on Friday by 5:00 p.m.

Following consultation with your adviser, you need to secure the signatures of the various faculty members.

______________________________________________
Area

______________________________________________
Faculty Signature

______________________________________________
Area

______________________________________________
Faculty Signature
BIIN PH.D. QUALIFYING EXAMINATIONS RESULTS

<table>
<thead>
<tr>
<th>STUDENT’S NAME</th>
<th>DATE(S) OF EXAMS</th>
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</table>

STUDENT ID#

☐ Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism

☐ New Testament and Literature of Early Christianity

Major Exam: ________________________________________________________________

☐ Pass with Distinction ☐ Pass ☐ No Pass

Examiner’s signature(s):______________________________________________________

Minor Exam: ________________________________________________________________

☐ Pass with Distinction ☐ Pass ☐ No Pass

Examiner’s signature(s):______________________________________________________

ATTEST:

____________________________________     ___________________________________
Associate Dean for Academic Affairs     Date

BPhD-11
Revised 06/24/15
REQUEST FOR
EXTENSION OF TIME TO TAKE
PH.D. QUALIFYING EXAMINATIONS

STUDENT’S NAME: ________________________________

STUDENT ID#: ________________________________

☐ BIIN QUALIFYING EXAM   ☐ PT QUALIFYING EXAM

1. Reason(s) for requesting this extension of time:
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

2. Time when you now wish to take your qualifying exams:
   ______________________________________________________

3. Approved by:
   ______________________________________________________

   Associate Dean for Academic Affairs

   Date: __________________________________________________

4. Signatures of faculty who have agreed to prepare your exams, indicating that they
   have been notified of the schedule change.

   Faculty_________________________________________
   Faculty_________________________________________
   Faculty_________________________________________
   Faculty_________________________________________
   Faculty_________________________________________
   Faculty_________________________________________

Note: This form is to be filed with the Associate Dean for Academic Affairs
REQUEST FOR EXTENSION
BEYOND SIX MONTHS TO SUBMIT
DISSERTATION PROPOSAL

STUDENT’S NAME: _____________________________________________________

STUDENT ID#: _____________________________________________________________

☐ BIBLICAL INTERPRETATION ☐ PASTORAL THEOLOGY

1. Reason(s) for taking extra time to submit dissertation proposal:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

2. Date when I plan to submit the proposal: _________________________________

3. Approval Signatures:

__________________________________________________ Date _____________
Dissertation Director

__________________________________________________ Date _____________
Associate Dean for Academic Affairs

Note: This form is to be filed with the Associate Dean for Academic Affairs

BPhD-13
Revised 06/24/15
TITLE OF THE DISSERTATION
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS
by
Jane Marie Doe

DISSERTATION PROPOSAL APPROVAL FORM
Ph.D. in Pastoral Theology
[or: Ph.D. in Biblical Interpretation]
Brite Divinity School

Approved by Dissertation Committee:                Approved by Advanced Programs Committee:

Date: _______________________________                Date: _______________________________

____________________________________     ____________________________________
Dissertation Director                     Chair, Advanced Programs Committee

____________________________________     ____________________________________
Dissertation Committee Reader              Associate Dean for Academic Affairs

____________________________________     ____________________________________
Dissertation Committee Reader
TITLE OF THE DISSERTATION
CENTERED AND DOUBLE-SPACED
ALL CAPITAL LETTERS

by

Jane Marie Doe

Bachelor of _____, 2000
Texas Christian University
Fort Worth, TX

Master of Divinity, 2004
Brite Divinity School
Fort Worth, TX

Dissertation

Presented to the Faculty of the

Brite Divinity School

in partial fulfillment of the requirements

for the degree of

Doctor of Philosophy in Pastoral Theology
[or: Biblical Interpretation]

Fort Worth, TX

May 2011
TITLE OF THE DISSERTATION
CENTERED AND DOUBLE-SPACED

APPROVED BY

DISSEETATION COMMITTEE:

(NAME)
Dissertation Director

(NAME)
Reader

(NAME)
Reader

Jeffrey Williams
Associate Dean for Academic Affairs

Joretta Marshall
Dean
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RESULTS OF ORAL DEFENSE
OF PH.D. DISSERTATION

Student’s Name

Date of Orals

Student ID#

The above shown student’s oral defense of his/her Ph.D. Dissertation entitled:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

resulted in a grade of  □ Pass with Distinction  □ Pass  □ Conditional Pass  □ No Pass

If the result was conditional pass, the candidate is required to either provide (1) written revisions and/or (2) a second oral defense.

After conferencing, the Dissertation Committee has chosen that this student do option:

□ Written revisions  □ Second oral defense

The deadline for meeting these criteria is: ____________________________

(date)

IN AGREEMENT DISSERTATION COMMITTEE:

___________________________________________________________________________
Dissertation Director

___________________________________________________________________________
Faculty Member  Faculty Member

___________________________________________________________________________
Faculty Member  Faculty Member

ATTEST:

___________________________________________________________________________
Associate Dean for Academic Affairs  Date

BPhD-17
Revised 06/24/15
**ADVISING FORM**

**DOCTOR OF PHILOSOPHY (Ph.D.) IN PASTORAL THEOLOGY:**
Transforming Persons, Communities, and Practices

Name: ___________________________________________  ___________________________________________  ___________________________________________  ___________________________________________

LAST  FIRST  MIDDLE  STUDENT ID#

Advisor: ___________________  Semester Admitted: ______  Healthy Boundaries: ______

The degree requires forty-eight semester hours, qualifying examinations leading to candidacy, and a dissertation. Three full-years of residency are normally required. Evaluation of prior work will be made at the end of the first year of residence. Decisions about courses must be made in conversation with the faculty adviser.

**Seven PhD-Specific** Classroom Seminars (21 hours)  

1. PTPC 95223 Sexuality, Race, and Class: Implications for Pastoral Theology  
2. PTPC 95224 Theological Anthropology and Theories of Change  
3. PTPC 95225 History and Horizons in Pastoral Theology  
4. PTPC 95226 Methods in Pastoral Theology  
5. PTPC 95227 Research Projects in Pastoral Theology  
6. PTPC 95228 Pedagogy  
7. PTPC 95229 Theories of Personality  

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<tr>
<th>Course</th>
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<td>PTPC 95228</td>
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**One Directed Study** (3 hours)  

1. ____________________________________________________  
2. ____________________________________________________  

**Eight other 90000 level courses – at least three in PTPC (24 hours)**  

1. PTPC______________________________________________  
2. PTPC______________________________________________  
3. PTPC______________________________________________  
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5. ____________________________________________________  
6. ____________________________________________________  
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Language: Modern Language (to be completed prior to or during first year)  

__________________________________________________

Qualifying Exams Projected Date:________________________________________

Dissertation Projected Date of Completion: _____________________________

Topic: _______________________________________________________________

BPhD-18
Revised 06/24/15
APPLICATION FOR QUALIFYING EXAMINATIONS

Ph.D. Pastoral Theology

STUDENT NAME: _______________________________________________________

STUDENT ID# : _______________________________________________________

ADDRESS: ____________________________________________________________

_______________________________________________________________

_______________________________________________________________

HOME PHONE: _______________________________________________________

E-MAIL ADDRESS: _____________________________________________________

APPLICATION DATE: __________________________________________________

FACULTY ADVISOR: ___________________________________________________

The student is directed to read the Guidelines for Pastoral Theology Ph.D. located in the Guidelines section of this manual and then complete the following:

1. Date you wish to schedule the Qualifying Examinations:

   ___Fourth Week of September (must be filed by June 1)
   ___Fourth Week of January (must be filed by September 15)
   ___Second Full Week of April (must be filed by January 15)

2. All Qualifying Examinations may commence at 8:00 a.m. on Monday and must be completed by 4:00 p.m. on Friday of the examinations week. Four hours will be allowed for the completion of each written examination. Examinations will be available in the Office of the Associate Dean for Academic Affairs. You must use a PC or Mac computer with Microsoft Word. No additional resource files, notes, or outside books may be used. Note: The due date for the Fifth Area Essay is two weeks before the first day of Qualifying Examinations.

Computer Preference: PC_________________ MAC____________________

Special agreements, if any: ____________________________________________
3. The five Exam Areas are described in section IV Guidelines of this manual. The Fifth Area Essay requires discussion with the student’s faculty advisor to determine the focus of the Essay. The Essay title as approved by the faculty advisor must be included in this application. Note: The Essay is due two weeks in advance of the first day of Qualifying Examinations. Faculty will not read drafts of the Essay prior to this submission date.

**ESSAY TITLE:**

__________________________________________________________

__________________________________________________________

**FACULTY ADVISOR SIGNATURE**___________________________ **DATE:**

4. Tentative Dissertation Topic:________________________________________________

________________________________________________________

________________________________________________________

Date of Adviser’s approval for tentative Dissertation Topic: _________________

Approved:

__________________________________________

Associate Dean for Academic Affairs

__________________________________________

Date
# PASTORAL THEOLOGY PH.D. QUALIFYING EXAMINATIONS RESULTS

<table>
<thead>
<tr>
<th>STUDENT’S NAME</th>
<th>DATE(S) OF EXAMS</th>
</tr>
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</table>

## Area Exam 1: Pastoral Theology: Theory and Implications for Practice

- [ ] Pass with Distinction
- [ ] Pass
- [ ] No Pass

Examiner’s signature: ____________________________

## Area Exam 2: Understanding the Human Being: Engaging Theological and Theoretical Sources

- [ ] Pass with Distinction
- [ ] Pass
- [ ] No Pass

Examiner’s signature: ____________________________

## Area Exam 3: History and Horizons of Pastoral Theology

- [ ] Pass with Distinction
- [ ] Pass
- [ ] No Pass

Examiner’s signature: ____________________________

## Area Exam 4: Method in Pastoral Theology and in Research

- [ ] Pass with Distinction
- [ ] Pass
- [ ] No Pass

Examiner’s signature: ____________________________

## Area Exam 5: Fifth Area Essay

- [ ] Pass with Distinction
- [ ] Pass
- [ ] No Pass

Examiner’s signature: ____________________________

ATTEST:

______________
Associate Dean for Academic Affairs

Date: ____________________________

BPhD-20
Revised 06/24/15
PH.D. TRAVEL GRANT
INSTRUCTIONS

A limited amount of money is available each year to support Ph.D. students’ travel expenses for dissertation related work and to enhance student programs by attending professional meetings or by participating in archaeological expeditions, course-workshops, and similar events. If you wish to apply for such funds, please fill out the form on the following page. You should describe the event you wish to attend and if possible attach a published description of the event with your application. Students usually receive only one grant during their time in Program. The maximum grant that can be awarded is $1000; and lesser amounts may be given depending on the number of applicants and need. Preference may be given to those closest to the end of their program. The Advanced Programs Committee will consider applications for the period from June through May 31 of the following year at its March meeting.

In addition to the total dollar amount requested, the Committee must have an estimate of how the money will be spent by category, e.g., approximately $xxx airline travel; $yyy conference fee; approximately $zzz food and accommodations.

Funds are awarded in March for use in the next fiscal year (June 1 through May 31). This means that any plane flight, conference, course or expedition that a travel grant is awarded to help support must actually have occurred during this period.

The deadline for submitting applications is 5:00 pm on February 15. The form should be delivered to the Office of the Dean for Academic Affairs.
# PH.D. TRAVEL GRANT
APPLYICATION FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Program (BIIN or PT)</th>
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<thead>
<tr>
<th>Entering Semester</th>
<th>Hours Completed</th>
<th>Amount Requested</th>
<th>Have you applied before? When? Amount of Money Received?</th>
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<tr>
<th>Estimated Breakdown of Expenses</th>
<th>TRAVEL</th>
<th>REGISTRATION</th>
<th>FOOD / ACCOMMODATIONS</th>
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Date of event:
____________________________________________________________
(Note: Travel must take place between June 1, 2016 and May 31, 2017.)

Description of event:
________________________________________________________________|
________________________________________________________________|
________________________________________________________________|

How participation may help my program or career:
________________________________________________________________|
________________________________________________________________|
________________________________________________________________|
________________________________________________________________|
________________________________________________________________|

Date of application                      Signature
________________________________________________________________|
________________________________________________________________|

Committee Action                             Date
________________________________________________________________|
________________________________________________________________|