

MASTER OF DIVINITY

The Master of Divinity degree is the basic graduate degree in theological education. The eighty-one hour program of study leading to this degree is designed to prepare students for various forms of ministry in the church. In recognition of the great diversity of students' undergraduate preparation and vocational goals, the M.Div. curriculum is flexible and allows much freedom in the selection of courses. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Military Chaplaincy, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Basic Theological Studies - 57 hours

Requirements for Basic Theological Studies are normally satisfied by courses in the 60003-69999 series. However, a student with a special background in a subject matter may, with approval, substitute an advanced course for a 60003-69999 series course.

- A. **Bible** - 9 hours, of which 3 must be in Hebrew Bible (HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books) and 3 in New Testament (NETE 60003 Interpreting the New Testament). Once the appropriate introductory course is completed, the 3 hours of an exegesis course (650xx) may be chosen from the wide range of upper level courses in either HEBI or NETE.
- B. **History** - 6 hours:
 1. CHHI 60013 History of Christianity I, Early and Medieval
 2. CHHI 60023 History of Christianity II, Reformation and Modern
- C. **Theology and Ethics** - 12 hours, distributed in the following ways:
 1. CHTH 60003 Introduction to Christian Theology I
 2. CHTH XXXX Three additional hours chosen from specified course options.
(Students should consult their academic advising sheets for courses that meet this requirement.)
 3. CHET 60013 Introduction to Contemporary Theological Ethics
 4. One course selected from the following:
 - CHTH 65033 Black Theologies
 - CHET 65013 History of Christian Ethics
 - RECU 65013 Seminar: Social Ethics
 - RECU 65033 Religion and Violence
 - RECU 65053 African-American Experiences and Perspectives in Social Ethics
 - Modern Christian Political Thought
 - Womanist Theology and Ethics
- D. **Practical Theology** - 24 hours
 1. HOML 65003 Foundations for Preaching
 2. One course selected from the following:
 - PRTH 60003 Congregational Leadership
 - PRTH 60033 The Church's Mission and the Minister's Vocation
 - The Person as Leader
 - Leadership in Nonprofit Organizations
 3. PRTH 65013 Supervised Ministry I
 4. PRTH 65023 Supervised Ministry II
 5. PTPC 60003 The Ministry of Pastoral Care
 6. REED 65003 The Church's Educational Ministry
 7. SPIR 60003 Spiritual Life and Leadership
 8. WRSP 60003 Christian Worship
- E. **Contextualization** - 6 hours
Three hours chosen from any of the following:
 1. JWST 60003 Introduction to Judaism
 2. RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion
 3. RECU 60023 Christian Theology of Religion
 4. RECU 60033 Religious Fundamentalism

5. RECU 60043 Interreligious Dialogue
6. RECU 60063 World Religions and Gender

Three additional hours chosen from a course addressing oppressive forms of difference OR Ministry in Public Contexts. Students should consult their academic advising sheets for courses that meet this requirement.

II. Denominational Requirements for Ordination (*required of all Baptist, Disciples of Christ, Episcopal, Metropolitan Community Church, Presbyterian, and United Methodist students*) - 0 to 18 hours

- A. CHHI 70113 The Christian Church (Disciples of Christ) is required of Disciples students.
- B. United Methodist students are required to take CHHI 70134 History and Doctrine of the United Methodist Church, PRTM 70212 United Methodist Polity, PRTM 70223 Evangelism, and a course on Mission. Students should consult their Annual Conference for any additional requirements unique to their Conference.
- C. Baptist students are required to take CHHI 70133 Baptist History and CHTH 70113 Survey of Christian Theology from Baptist Perspectives.
- D. Presbyterian students are required to take NETE 70013 Basics of Biblical Greek, NETE 75013 Biblical Greek II, HEBI 70013 Biblical Hebrew I, HEBI 75033 Biblical Hebrew II, Reformed Theology, Presbyterian Polity, and an exegesis course in both Testaments (one of the exegesis courses may be used to satisfy requirements under I,A Basic Theological Studies, Bible requirements).
- E. Episcopal students are required to take Anglican History, Anglican Thought, Episcopal Polity, and The Book of Common Prayer.
- F. Metropolitan Community Church students are required to take MCC Polity, PTPC 75053 Clinical Pastoral Education, a Sexual Studies course, and a course on LGBTQ History.

III. Electives - 4 to 24 hours

The remaining hours—4 to 24—are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.Div. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Degree Requirements

1. Eighty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Entering students should work to complete courses at the 60000 series level. For detailed suggestions, please refer to the paragraph entitled "First Year Courses" in the section of this bulletin entitled "Divinity School Program."
5. Entering students should complete required courses early in their program.
6. A student who transfers from another institution must take at least forty-one semester hours in Brite Divinity School to receive the degree.
7. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
8. The student is required to participate in an approved program of Supervised Ministry which in the judgment of the student and Director of Field Education and Supervised Ministry meets the needs of the individual student, viewed in the light of the student's past experience and stated goals. This program shall be developed on the initiative of the student in consultation with the Director of Field Education and Supervised Ministry and may be amended from time to time with the approval of the Director of Field Education and Supervised Ministry. A minimum program shall include the following:
 - A. Two semesters of work in a church or institution under approved supervision.

- B. Concurrent with these semesters in Supervised Ministry the student shall successfully complete PRTH 65013 and PRTH 65023.
 - C. Work done before enrollment in the seminary does not count toward this requirement, although previous experience shall be given consideration making field assignments. Work undertaken without consultation with the Director of Field Education and Supervised Ministry shall not count toward this requirement.
 - D. Any variation from the above must be with the counsel and approval of the Director of Field Education and Supervised Ministry.
9. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal from a program of study or the Divinity School itself, if a student's conduct is determined to be contrary to the professional and ethical standards of the field of ministry.
10. Normally students must complete the last nine semester hours at Brite.
11. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.

Teaching Learning Outcomes and Prominent Characteristics of Brite's Master of Divinity Curriculum

Brite Divinity School's Master of Divinity degree program educates ministerial leaders who engage in effective, critically imaginative ministry as pastors and as public theologians seeking to increase the love of God and neighbor and justice in a diverse church and culture and to secure the well-being of the planet entrusted to our care.

Brite's Master of Divinity degree has the following four outcomes. Each outcome has prominent characteristics that, though not exclusive, elaborate or clarify Brite's understanding of the corresponding outcome.

1. Students will demonstrate knowledge of and skills for constructive theological analysis and articulation for ecclesial and public contexts

- a. knowledge of the Bible and Christian traditions across history and the ability to engage these critically and constructively;
- b. critical and constructive appreciation of the contributions and issues of contemporary, worldwide Christianity with its diverse contexts and priorities;
- c. skills for intelligent, articulate analysis and engagement of public issues which intersect with faith;
- d. sufficient self-understanding of their own particular Christian tradition to allow openness to the ideas and experiences of other Christian traditions and to opportunities for an ever-widening experience of God in contemporary life; and
- e. critical and constructive knowledge of other religions.

2. Students will demonstrate knowledge of and skills for engaging social and religious diversity in the human family as evidence of God's creativity and vision

- a. a value for and knowledge of the social and cultural diversity in the human family;
- b. cross cultural fluency that includes a deep self-understanding of various aspects of their own social and religious identities; and
- c. a capacity to engage critically and respectfully other religions.

3. Students will demonstrate knowledge of and skills for effective, ethical, and wise ministerial leadership

- a. an understanding of and critically constructive engagement with the history of the office of ministry and the evolving contemporary understanding of ministerial leadership;
- b. an understanding of and a readiness to make use of intellectual, spiritual and social resources for ministry that will nurture and lead congregants in their faith journeys and in effective witness;
- c. an understanding of strategies and practices for ethical behavior as ministerial leaders;
- d. an understanding of multiple practices and disciplines that support ministerial leaders; and
- e. A capacity to reflect critically and theologically upon religious experience and practice.

4. Students will demonstrate growing knowledge and skills to engage in advocacy for the justice and love promised in Christian tradition for all God's creation

- a. constructive and imaginative theological resources for recognizing the interconnectedness and value of every human life and a readiness to confront and resist forces that would undermine the fullness of all God's people;
- b. resources for contextual analysis and skills for engaging social justice in a range of diverse contexts;
- c. skills to be effective agents of change for enlarging social justice in ecclesial and cultural contexts;
- d. recognition of the interconnectedness of the ecological web and a readiness to confront and resist forces that would undermine the fullness of all God's creation;
- e. resources for contextual analysis and skills for engaging planetary justice in a range of diverse contexts;
- f. skills to be effective agents of change for enlarging ecological justice in ecclesial and cultural contexts; and

g. Engage spiritual practices to sustain ministries of social and ecological justice.

5. Students will demonstrate integrative capacities

- a. Students will draw on content, methods, and/or skills from multiple disciplines (viz. fields of theological studies);
- b. Students will advance in more complex analyses through the degree program; and
- c. Students will interrelate two or more of the other four outcomes of the MDiv Curriculum.

MASTER OF ARTS IN THEOLOGY AND MINISTRY

The Master of Arts in Theology and Ministry (M.A.T.M.) degree is a forty-eight semester hour degree with two tracks: Congregational Ministry and Social Transformation. This degree is designed for persons who serve (or plan to serve) vocationally or bi-vocationally as specialized ministers or leaders in community agencies of non-profit networks. The degree provides a basic understanding of theological disciplines with a mixture of practical coursework in order to focus on Christian service in various church and community settings. For example, the United Methodist students preparing for deacons' ordination may fulfill, with assistance from the Office of the Associate Dean for Academic Affairs, UMC expectations and utilize this degree to meet specific educational requirements. Normally those pursuing ordination in a vocation other than deacon pursue the M.Div. degree. Similarly, persons interested in non-profit agency work or service in a community organization might find the M.A.T.M. a degree that provides theological education alongside experience in a chosen context of service. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Pastoral Care, and Sexual and Gender Justice are available within the structure of the program.

Curriculum

I. Distributive Requirements - 27 hrs.

A. **Religious Heritage** - 12 hrs.

1. Bible - HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books and NETE 60003 Interpreting the New Testament
2. History - choose one from CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, or CHHI 70013 History of Christianity in America
3. Theology - CHTH 60003 Introduction to Christian Theology I

B. **Cultural/Global Context** - 6 hrs.

1. Choose one from CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
2. Choose one from CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

C. **Personal and Spiritual Formation** - 9 hrs.

1. Choose one from CHHI 70403 History of Christian Spirituality, SPIR 60003 Spiritual Life and Leadership, SPIR 65013 Spirituality and Ecological Justice SPIR 70013 Themes and Perspectives in American Spirituality, SPIR 70023 Spiritual Resources and Disciplines, or SPIR 70213 Spiritual Themes in Literature
2. Supervised Ministry (6 semester hours in congregational or non-profit settings): PRTH 65013 Supervised Ministry I and PRTH 65023 Supervised Ministry II

II. Specialization - 9 hrs.

Track 1: Congregational Ministry: Any combination of three courses chosen from among PRTH, WRSP, REED, PTPC, SPIR, and HOML. All prerequisites for desired courses must be met.

Track 2: Social Transformation: Any combination of three additional courses in Cultural/Global Context (see I.B.2 above), religion and culture, social ethics, or leadership. All prerequisites for desired courses must be met.

Course plans for specializations are developed in consultation with an advisor and other appropriate faculty members. The plan is to be sent to the Office of the Associate Dean prior to the completion of 18 hours. The Associate Dean, in consultation with the advisor and other appropriate faculty members will approve the plan.

III. Electives - 12 hrs.

Specialization and elective hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.A.T.M. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

Master of Arts in Theology and Ministry Degree Requirements

1. Forty-eight semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, M.A.T.M. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the degree requires two academic years of full-time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of the M.A.T.M. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or the Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.
9. Normally, students transferring from the Brite Divinity School M.Div. program to the M.A.T.M. program must complete at least 12 hours while enrolled in the program.

MASTER OF THEOLOGICAL STUDIES

The Master of Theological Studies degree is a general theological degree designed for persons who want to explore disciplines related to theology and religion. The degree requires forty-nine semester hours and provides a basic understanding of theology, biblical studies, history and ethics. Certificates in Biblical Studies, Black Church Studies, History, Theology, and Ethics, and Sexual and Gender Justice are available within the structure of the program.

The M.T.S. is an appropriate degree program for (1) lay persons who seek to enrich their theological understanding; (2) persons who wish to examine and develop religious and theological perspectives on their life situations; or (3) persons who plan to use the M.T.S. degree as preparation for further graduate study such as a Master in Theology.

The degree is not designed for those who want to pursue vocations such as ordained ministry. Normally those seeking to prepare for ministerial vocations pursue the M.Div. or M.A.T.M. degrees at Brite.

Curriculum

I. Distributive requirements - 24 hours

Six hours (two courses) from each of the following areas:

- A. **Biblical Studies** (prerequisite must be met as required)—HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books, HEBI 65013 Exegesis in the Hebrew Bible, HEBI 65023 Exegesis in Apocrypha and Pseudepigrapha, NETE 60003 Interpreting the New Testament, NETE 65013 Exegesis in the Gospels and Acts, NETE 65023 Exegesis in the N.T. Epistles, NETE 65033 Exegesis in the Gospels and Acts (Greek), or NETE 65043 Exegesis in the N.T. Epistles (Greek)
- B. **Historical Studies** (must choose at least one 60000 level course)—CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, CHHI 70013 History of Christianity in America, or any other CHHI 70000 level course
- C. **Theological/Ethical Studies** (70000s as approved by advisor and the Associate Dean for Academic Affairs)—CHTH 60003 Introduction to Christian Theology I, CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
- D. **Cultural/Global Context**—CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latino/a Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity

II. Electives - 21 hours

Concentration and elective hours are to be selected in consultation with the student's faculty advisor. Graduate courses from TCU divisions normally do not receive credit toward the M.T.S. degree. Exceptions are considered on a case-by-case basis by the Office of the Associate Dean for Academic Affairs. Master of Liberal Arts (MLA) courses, however, do not count toward a degree at Brite.

III. Colloquium/Final Exercise - 4 hours

Students will participate in a three-hour MTS Colloquium, normally in the penultimate semester of study, which provides students with a foundation in theological research and writing and lays a substantive foundation for a final exercise. Following completion of the colloquium, students will complete a final exercise. The final exercise consists of a one-hour independent research study course in one of the appropriate departments, as listed in the above Distributive requirements taken in the final semester of the program. The student will work closely with a professor to integrate material covered in coursework and produce a final paper, normally 25-40 pages in length.

Degree Requirements

1. Forty-nine semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, M.T.S. students will normally fulfill all their course requirements through courses taught by Brite faculty or adjunct faculty.
5. Normally the M.T.S. requires two academic years of full-time study or the equivalent. A student who transfers from another institution must complete the final twenty-five semester hours of the M.T.S. program at Brite Divinity School directly under the supervision of the Brite faculty.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or the Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within seven years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.
9. Normally, students transferring from the Brite Divinity School M.Div. program to the M.T.S. program must complete at least 12 hours and the 4-hour Colloquium and Final Exercise courses while enrolled in the M.T.S. program.

CERTIFICATE OF THEOLOGICAL STUDIES

A Certificate of Theological Studies is offered by Brite Divinity School to persons who do not project the completion of a degree program, but engage in a twenty-one semester hour program of graduate theological studies in order to enhance the quality of their lay leadership within the church and broaden their perspectives on contemporary faith and life.

Curriculum

- I. Distributive requirements** - six semester hours (one course from any two of the following areas):
- A. **Biblical Studies**—HEBI 60003 Interpreting the Hebrew Bible and Apocryphal/Deuterocanonical Books, NETE 60003 Interpreting the New Testament
 - B. **Historical Studies**—CHHI 60013 History of Christianity I, Early and Medieval, CHHI 60023 History of Christianity II, Reformation and Modern, CHHI 70013 History of Christianity in America
 - C. **Theological/Ethical Studies**—CHTH 60003 Introduction to Christian Theology I, CHET 60013 Introduction to Contemporary Theological Ethics, or CHET 65013 History of Christian Ethics
 - D. **Cultural/Global Context**—CHHI 70023 The Church in the Midst of Pluralism, CHHI 70533 The Black Religious Experience in America, CHTH 70013 Postcolonial Theologies, CHTH 70043 Feminism and Theology, JWST 60003 Introduction to Judaism, RECU 60013 Religious Plurality: Theologies and Geopolitics of Religion, RECU 60023 Christian Theology of Religions, RECU 60033 Religious Fundamentalism, RECU 60043 Interreligious Dialogue, RECU 60063 World Religions and Gender, RECU 60073 Introduction to U.S. Latina/o Christianity, RECU 65053 African-American Experiences and Perspectives in Social Ethics, RECU 70003 Intro to Black Church Traditions and Culture, or RECU 70053 Studies in World Christianity
- II. Electives** - fifteen semester hours selected in consultation with the advisor in relation to the educational goals of the individual student.

Certificate of Theological Studies Requirements

1. Twenty-one semester hours of credit must be completed with a grade point average of at least 2.50, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Students who give evidence of special deficiencies will be required to do remedial work in the areas of their deficiencies.
5. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal from a program of study or the Divinity School itself, if a student's conduct is determined to be contrary to the professional and ethical standards of the field of ministry.
6. All degree requirements must be completed within five years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Masters Programs Committee. Additional course work may be required.

For information about Certificate of Theological Studies graduation rates, the median debt of students who completed the program, and other important information, please visit <http://webforms.tcu.edu/fam/tsc/Gedt.html>.

CERTIFICATES

Masters students who wish to concentrate their studies in a particular area may pursue a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Military Chaplaincy, Pastoral Care, or Sexual and Gender Justice. These certificates may be taken alongside the M.Div., M.A.T.M. and M.T.S. degrees or on their own.

Brite cooperates with 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.

Certificate requirements

1. Current masters degree program students interested in also pursuing a certificate in Biblical Studies, Black Church Studies, History, Theology, and Ethics, Military Chaplaincy, or Sexual and Gender Justice may obtain an application form from the Office of the Associate Dean for Academic Affairs after completion of six hours of coursework in the relevant area(s). Degree program students interested in pursuing the Pastoral Care certificate may obtain an application after 9 semester hours of PTPC courses taught by at least two permanent faculty members in PTPC. Criteria for admission and continuance in the Pastoral Care certificate include: a minimum 3.25 overall GPA, and in each PTPC course, a minimum B+ grade and demonstrated competence in pastoral care practice. Decisions regarding admission to any certificate will be made by faculty in the area in consultation with the Associate Dean for Academic Affairs.
2. Fifteen semester hours of credit (the six concentrated certificates open to masters students) must be completed with a grade point average of at least 2.50, based on a four-point grading system with the exception of the Pastoral Care certificate which requires at least a grade point average of 3.25.
3. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
4. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
5. Normally, transfer credit will not count toward a certificate.
6. Students who give evidence of special deficiencies may be required to do remedial work in the areas of their deficiencies.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity School at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All certificate requirements must be completed within five years from the date of the earliest credit counted toward the degree. Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the appropriate degree program committee. Additional course work may be required.

Biblical Studies

A certificate in Biblical Studies is available to students who seek to deepen their engagement with historical and contemporary Biblical scholarship to enhance their preparation for ministry or to prepare for further graduate study in Biblical Studies.

Certificate Courses – 15 hours

- A. Either HEBI 60003 or NETE 60003 (degree program students will take this course as part of their basic theological studies requirement).

- B. Either HEBI 70013 Biblical Hebrew I and HEBI 75033 Biblical Hebrew II **OR** NETE 70013 Basics of Biblical Greek and NETE 75013 Biblical Greek II.
- C. Six hours of advanced coursework in Hebrew Bible, Jewish Studies, and/or New Testament.

Black Church Studies

A certificate in Black Church Studies is available to (1) seminarians of all races interested in shaping their ministerial preparation and theological reflection to be inclusive of a wider knowledge of, deeper appreciation for, and increased sensitivity to the issues and exigencies of Black life within American Christianity; and (2) individuals interested in preparing for ministry within a Black church context and/or tradition as leaders (pastors, preachers, lay leaders, chaplains, pastoral counselors, campus ministers, etc.).

Certificate Courses - 15 hours

- A. RECU 70003 Introduction to Black Church Traditions and Culture. This course should be taken in the first year of study.
- B. Four three-hour courses in Black Church Studies chosen with reference to vocational goals and in consultation with the Black Church Studies director.

Note: M.Div. students pursuing this certificate in conjunction with their degree may count RECU 65053 African-American Experiences and Perspectives in Social Ethics to satisfy **both** the three-hour Basic Theological Studies Requirement in area C.4. (Theology and Ethics) **or** the second half of the Contextualization requirement in area E **and** three hours of the concentration in Black Church Studies

History, Theology, and Ethics

A certificate in History, Theology and Ethics is available to students who seek to deepen their engagement with one or more of these fields to enhance their preparation for ministry or to prepare for further graduate study.

Certificate Courses – 15 hours of coursework in History, Theology, and/or Ethics (degree program students may count six hours of Basic Theological Studies coursework in History, Theology, and/or Ethics toward the fifteen hours of coursework required for the certificate).

Military Chaplaincy

A certificate in Military Chaplaincy provides the Chaplain Candidate of any branch of the United States Armed Forces with an academic and practical foundation rooted in the progressive theological traditions of excellence, faithfulness, respect for religious and spiritual variety, and service to all people. The core commitments that Brite's Military Chaplaincy Concentration embodies are to free and diverse religious expression, and to "provide or perform" for the spiritual needs of all service members, their families, and dependents.

Those interested in this concentration should be aware that in order to serve as a Chaplain in a branch of the U.S. Armed Forces, eligible candidates must fulfill the current requirements of the respective Services.

Certificate Courses – 15 hours

- A. PTPC 60003 The Ministry of Pastoral Care (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
- B. Three hours of coursework in military chaplaincy.
- C. Nine hours of additional coursework in Pastoral Care or courses related to war and peace.

Note: M.Div. students pursuing this concentration can negotiate with the Director of Field Education and Supervised Ministry to coordinate the Supervised Ministry requirement (6 semester hours in basic theological studies) with a candidate's Military Chaplaincy Training Program in one of the Services.

Pastoral Care

A certificate in Pastoral Care is available for (1) individuals interested in local church ministry with a pastoral care focus; and (2) M.Div. students interested in preparing for ministry as pastoral care specialists (chaplains, pastoral counselors, campus ministers, etc.). If accepted into the concentration, the individual will be assigned an advisor from among the PTPC faculty.

PTPC 60003 The Ministry of Pastoral Care is a required course for all M.Div. students in Practical Theology and also meets a Pastoral Care Concentration requirement.

Certificate Courses - 15 hours

- A. PTPC 60003 The Ministry of Pastoral Care (M.Div. students pursuing the certificate in conjunction with their degree may also count this course toward their basic theological studies requirement).
- B. PTPC 75023 Short-Term Pastoral Counseling or PTPC 75043 Pastoral Conversation and Collaboration. Students in the certificate are strongly encouraged to take both courses and may apply one of these courses to the additional courses outlined in C below.
- C. Two additional PTPC courses to be chosen with reference to vocational goals and in consultation with the student's advisor.
- D. Hospital-based Clinical Pastoral Education (PTPC 75053). Clinical Pastoral Education programs may be completed at any training center accredited by the Association for Clinical Pastoral Education. CPE offers students first-hand experience in ministry to individuals and families confronting illness, surgery, dying, grief, etc. (see PTPC 75053). Students entering a CPE program must register prior to the course at Brite Divinity School.

Sexual and Gender Justice

A certificate in Sexual and Gender Justice is available to those students who seek a critical engagement with issues of gender and sexual justice to enhance ministry contexts in the church and wider community or who intend to pursue further graduate study focusing on sexual and gender justice.

Certificate Courses – 15 hours of coursework in any discipline with a primary focus on sexual and/or gender justice (degree program students may, with the approval of the Associate Dean for Academic Affairs, count three hours of coursework in the certificate toward the second half of the Contextualization requirement in the M.Div. program or the Cultural/Global Studies requirement in the M.T.S. and M.A.T.M. programs).

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Neeley School of Business M.Div./M.B.A., M.A.T.M./M.B.A. and M.T.S./M.B.A. Degree Programs

These programs are designed to help graduates apply managerial, financial, operational, and marketing skills as well as diverse theological fields of study and practice to religious and non-profit organizations and bi-vocational careers.

Degree Requirements

Candidates must be admitted to Neeley's M.B.A. program and to Brite's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) programs. Before taking any business courses, the candidate must participate in a START Workshop, which is held every August. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution.

The M.B.A./M.A.T.M. and M.B.A./M.T.S. degrees require 33 credit hours from the Neeley School of Business and 39-40 credit hours from Brite Divinity School. The M.B.A./M.Div. requires 33 credit hours from the Neeley School of Business and 69 hours from Brite Divinity School. Students will transfer nine hours of coursework completed at the Neeley School of Business to meet elective hours toward the M.A.T.M. and M.T.S. degrees and twelve hours of coursework toward electives in the M.Div. program. Students in Neeley's full-time M.B.A. program will transfer 21 hours from coursework completed at Brite toward their electives. Students in the Professional M.B.A. program will transfer 15 hours from coursework completed at Brite toward their electives. The full-time M.B.A. program will be completed in 3 semesters, while the professional program would normally require 6 semesters.

Full-Time M.B.A. curriculum

ACCT 60010	Financial Reporting	1.5
INSC 60010	Statistical Models	1.5
FINA 60010	Financial Management I	1.5
MARK 60010	Marketing Management	1.5
INSC 60600	Supply Chain Concepts	1.5
MANA 60330	Engaging & Empowering People	1.5
MANA 60340	Leading & Guiding Organizations	1.5
BUSI 60050	Global Environment of Business	1.5
INSC 60020	Managing Operations & Processes	1.5
BUSI 60070	Business Simulation	1.5
MANA 60460	Business Ethics	1.5
ACCT 60020	Accounting for Managerial Planning & Control	1.5
MANA 60230	Legal Environment of Business	1.5
FINA 60020	Managerial Economics	1.5
MANA 60630	Strategic Management	1.5
Electives		<u>10.5</u>
	TOTAL	33.0

Professional Curriculum: M.B.A. courses taught in the evening

ACCT 60010	Financial Reporting	1.5
INSC 60013	Data Analysis for Managerial Decisions	3.0

FINA 60013	Management of Financial Resources	3.0
MARK 60010	Marketing Management	1.5
INSC 60600	Supply Chain Concepts	1.5
MANA 60350	Competitive Advantage through People	1.5
BUSI 60050	Global Environment of Business	1.5
INSC 60020	Managing Operations & Processes	1.5
BUSI 60070	Business Simulation	1.5
MANA 60460	Business Ethics	1.5
ACCT 60020	Accounting for Managerial Planning & Control	1.5
MANA 60230	Legal Environment of Business	1.5
FINA 60020	Managerial Economics	1.5
MANA 60670	Strategy Formulation	1.5
MANA 60680	Strategy Implementation	1.5
INSC 60040	Managing Information Technology	1.5
INSC 60060	Decision Models	1.5
or		
INSC 60050	Business Analytics	1.5
Electives		<u>4.5</u>
	TOTAL	33.0

COLLABORATIVE DEGREE PROGRAMS

Brite Divinity School and Texas Christian University have joined together to offer students the opportunity to earn masters degrees from each institution. These programs allow students to integrate advanced learning across professional fields and to prepare to serve in a wide variety of ministerial settings and non-profit organizations.

Brite Divinity School-Texas Christian University Department of Social Work Dual M.S.W./M.Div., M.S.W./M.A.T.M, M.S.W./M.T.S. Degree Programs

The purpose of these dual degree offerings is to equip graduates to assume leadership positions in a wide variety of ministry and social service agencies and organizations that promote human rights and social and economic justice.

Admissions/Degree Requirements

Candidates must be admitted to the Department of Social Work's M.S.W. Program and Brite Divinity School's Master of Arts in Theology and Ministry (M.A.T.M.), Master of Theological Studies (M.T.S.) or Master of Divinity (M.Div.) program. In the event a student elects to complete only one degree after having been admitted to both programs, previously allowed course substitutions will be honored and he/she must then meet all remaining requirements at the degree granting institution. Students must apply for dual degree status prior to completing 21 hours in either program (Advanced Standing M.S.W. students will need to declare at admission into the program).

The M.S.W./M.A.T.M. Dual Degree

The M.S.W./M.A.T.M. dual degree requires 54 credit hours from the TCU Department of Social Work and 33 credit hours from Brite Divinity School. Students will transfer 15 credit hours from Social Work to satisfy the M.A.T.M. Specialization, Global/Cultural Context requirement, and three credit hours of electives. This coursework will normally be drawn from Social Work courses in Diversity and Social Justice, Administration and Management, Professional Foundations, and Social Welfare Policy. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer six hours from Brite toward electives in Social Work. A student's field placement must be approved by administrators from both programs.

M.S.W./M.T.S. Dual Degree

The M.S.W./M.T.S. dual degree requires 54 credit hours from Social Work and 34 credit hours from Brite Divinity School. Students will transfer 15 credits hours from Social Work to satisfy M.T.S. elective hours at Brite Divinity School. Students will transfer six hours from Brite to satisfy elective hours in Social Work.

M.S.W./M.Div. Dual Degree

The M.S.W./M.Div. dual degree requires 54 credit hours from Social Work and 66 hours from Brite. Students will transfer 15 credit hours from Social Work to satisfy requirements in Leadership, The Ministry of Care, Contextualization, Ethics, and 3 hours of electives at Brite. Students will register conjointly at both institutions for 6 hours of Field Work but will only pay the tuition at Brite for those hours. Students will transfer six hours from Brite toward electives in Social Work. A student's field placement must be approved by administrators from both programs.

A full-time student in the Traditional M.S.W. Program would have coursework that looks like the following:

M.S.W. Foundation – Year 1

Fall:

Professional Foundation
Micro Practice

Spring:

Social Welfare Policies and Services
Macro Practice

HBSE 1
Research 1
Field 1

HBSE II
Diversity & Social Justice
Field 2

M.S.W. Concentration – Year 2

Fall:

Persp. of Mental Health Practice
Advanced Micro Practice
Elective*
Research 2
Field 3

Spring

Advanced Macro Practice
Administration and Management
Trauma-Informed Social Work Practice
Elective*
Field 4

*6 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community
5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Students in the Advanced Standing M.S.W. Program that decide to enter the dual degree program will be able to complete the requirements of the M.S.W. by taking their elective courses from a departmentally approved list of courses offered at Brite Divinity School. Choices of field placement will be made on an individual basis through consultation with both the Department of Social Work and Brite Divinity School.

A full-time student in the Advanced Standing M.S.W. Program would have coursework that looks like the following:

M.S.W. Concentration Year

Fall:

Persp. of Mental Health Practice
Advanced Micro Practice
Elective*
Research 2
Field 3

Spring

Advanced Macro Practice
Administration and Management
Trauma-Informed Social Work Practice
Elective*
Field 4

*6 hours of electives are chosen from courses at Brite Divinity School.

List of Approved Elective Courses in the dual degree with Brite Divinity School:

1. Christian Social Ethics and Economic Justice
2. African-American Experiences and Perspectives in Social Ethics
3. Contemporary Ethics in Theological Perspective
4. Ministry in the Lesbian, Gay, Bisexual, Transgender, and Queer Community

5. Sexuality and Pastoral Practice
6. The History of Christian Spirituality
7. Pastoral Theology: Selected Issues – Gender, Race, and Class in Pastoral Practice
8. Spiritual Life and Leadership
9. Religious Plurality: Theologies and Geopolitics of Religion
10. Interreligious Dialogue

Courses approved for transfer can be changed at the discretion of the chair of the Department of Social Work or the chair's designate and the Executive Vice President and Dean of Brite Divinity School or the Dean's designate.

Master of Theology (Th.M.)

The Master of Theology degree is an advanced masters degree program at Brite Divinity School. The twenty-four hour program leading to this degree is designed to provide students with a more complete mastery of a particular area of theological study than is normally provided at the M.Div. level. Students who enter the program may seek a variety of objectives: to prepare for further graduate study at the doctoral level, to prepare for some forms of teaching (in institutions, public or private, where masters preparation is expected for entry level positions), to use scholarly study to enhance ministerial practice, or to engage in disciplined and critical reflection upon a specialized form of ministry. By the end of the program, students will be expected to demonstrate an advanced understanding of their chosen area of study through the completion of a thesis project.

Degree Requirements

This degree requires the completion of twenty-four semester hours, and a thesis. All courses require approval of the student's advisor.

I. Areas of Study

- A. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism. The history, theology, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings. Contemporary methods of biblical interpretation.
- B. New Testament and Literature of Early Christianity. The history, theology, literature, religion, and language of early Christianity in Graeco-Roman and Jewish settings. Contemporary methods of biblical interpretation.
- C. Pastoral Theology and Pastoral Care. The theory and practice of ministry in pastoral theology and pastoral care.
- D. History and Theology. Preparation in theological analysis and constructive formulation, including study in history, theology, historical theology, and ethics.

II. Language and Research Methodology

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation into Areas A and B. During the first week of classes, 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). In light of the diagnostic, the BIIN faculty will provide direction to each student for fulfilling the ancient language requirement. Results of the diagnostic examinations and language remediation will be communicated to the entire BIIN faculty and the Associate Dean's office. In addition, all students will take at least three hours in advanced translation and interpretation in the language of their specialization.

Work in the area of History and Theology requires knowledge of one modern language other than English (typically French, German, Italian, Korean, Spanish, or Modern Hebrew). 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 in the area of Pastoral Theology and Pastoral Care will need to demonstrate competence in both quantitative and qualitative research methodologies. This requirement can be met by passing an acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of "B" or better.

III. Curriculum

- A. The program requires 24 hours of course work.
- B. Course work will typically include twelve hours at the 90**3 level in the area of one's specialization, or related areas. The remaining nine hours of courses will be at the 70000-90000 level. Courses are to be planned in consultation with the student's advisor.
- C. In the final semester of program, students must complete a three-hour independent research study course (****94013) including the writing of a thesis, normally 40-50 pages in length. Students must pass an oral examination based upon the thesis project, which will be conducted by the student's advisor and a faculty member chosen, in consultation with the student, by the student's advisor.

Additional Degree Requirements

1. Twenty-four semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four-point grading system.
2. All entering students are required to participate in orientation sessions conducted prior to the beginning of classes in the fall and spring semesters.
3. All entering students are required to attend a Seminar on Healthy Boundaries. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. Except for approved transfer credit, Th.M. students will normally fulfill all their course requirements through courses taught by Brite faculty.
5. The Th.M. requires at least two semesters of academic study.
6. Master of Theology 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 Couets 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 in 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). BRLB 90001 will not count toward the twenty-four credit hours required by the degree.
7. Students may be withdrawn from individual courses for lack of academic progress upon the recommendation of the faculty member and with the approval of the Dean. Students may be dismissed from the Divinity school at the discretion of the Dean or Associate Dean for Academic Affairs at such times as it is clearly demonstrated that the student is not interested in, or making, acceptable academic progress.
8. All degree requirements must be completed within four years from the date of the earliest credit counted toward the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the Advanced Programs Committee.

DOCTOR OF MINISTRY
TRANSFORMING PRACTICES: SPIRITUALITY, LEADERSHIP, AND JUSTICE

Purpose of the Degree

The Doctor of Ministry is a twenty-seven hour advanced professional degree designed to enhance the practice of ministry and leadership in the church and other public settings. It is available to persons who hold the M.Div. degree or its equivalent, who have worked in a ministerial context for at least three years after earning the M.Div. degree, and who continue in the tasks and responsibilities of ministry during the course of their doctoral study. The D.Min. offers opportunities for professional, spiritual, intellectual, and personal growth through the rigorous academic study of theology, careful contextual analysis, and deepened engagement with the Spirit in the world. In a community of co-learners, the D.Min. helps practitioners engage the complex issues they face every day by developing capacities for theological reflection, creative leadership, and critical awareness of the important issues that demand prophetic witness. The degree is suitable for pastors, chaplains, educators, and leaders of faith-based agencies.

Program Goals and Outcomes

The Doctor of Ministry in “Transforming Practices: Spirituality, Leadership, and Justice” is an advanced professional degree that seeks to:

Goals:

- Familiarize students with theories of leadership and social change that will enhance their abilities to effect change for social justice.
- Increase students’ abilities to conduct skillful contextual analysis that contributes to effective leadership in communities of faith and in society.
- Increase learners’ capacities for theological reflection on the practice of leadership in communities of faith and in society.
- Contribute to learners’ professional growth as leaders in communities of faith and in society.

Outcomes:

- Learners will demonstrate an understanding of leadership for social change that is theologically substantive and contextually appropriate.
- Learners will demonstrate advanced capacities for integrative theological reflection on the practice of leadership in communities of faith and in society.
- Learners will contribute new knowledge and understanding to the practice of ministry through the completion of a written project.

Curriculum

All instruction takes place on the Brite campus at TCU in Fort Worth although engagement with instructors, classmates, and course material is required prior to and after times on campus. If their ministry situation allows, students may also enroll in the Divinity School’s regularly scheduled semester-long courses.

Required Courses (9 hours)

Transforming Practices: Spirituality, Justice, and Leadership (3 credit hours)

This is the foundational course for Brite’s D.Min. program. In this course, we introduce the core concepts of the program, considering spirituality, leadership, and justice as integrated practices and essential foundations of Christian ministry.

Leadership (3 credit hours; may be repeated to fill out elective hours)

Students will be required to take at least one course in leadership during their program. Several different courses in leadership are offered at Brite, allowing students to choose one or more course(s) that address

various aspects of leadership. The goals of these courses include: becoming familiar with theories of organizational leadership and change; increasing the self-awareness of leaders regarding gifts, strengths and weaknesses, and leadership style; learning about leadership in diverse contexts; understanding the nature of prophetic leadership for social change; increasing effectiveness in congregational and/or institutional leadership. Some examples of leadership courses offered to D.Min. students include “Person as Leader,” “Theories and Practices of Leadership,” “The Ministerial Leader as Practical Theologian,” “Cosmopolitan Leadership,” and “Leadership in the Midst of Conflict.”

Methods and Models for Research and Project Development (3 credit hours)

In this course, students will explore various methods and models for doing research and writing about theological reflection on ministry. This course provides the opportunity to develop a plan for formulating and completing the ministry project.

Elective Courses (15 hours)

To be selected from Brite’s many offerings in spirituality, leadership, and justice according to student interests and needs.

Doctoral Project (3 hours)

For additional information on the doctoral project proposal and final project, please see the project guidelines below.

Additional Degree Requirements

1. Twenty-seven semester hours of credit must be completed with a cumulative grade point average of at least 3.25, based on a four point grading system.
2. All entering students are required to participate in an orientation session conducted during their first week of intensive courses.
3. All entering students are required to submit evidence of completion of a Seminar on Healthy Boundaries. Students who cannot show evidence of completion of such training should plan to participate in one of Brite’s trainings in August or January. Students who do not complete this requirement will be subject to the cancellation of their registration.
4. All students are required to submit a brief (2-4 page) paper after each term reflecting on the courses taken. The reflection paper should articulate how the course(s) taken during that term contribute to the learning goals established at the beginning of the program, and how the course(s) inform the student’s practice of ministry. Papers will be due on September 1 (for May Term) and February 1 (for October Term).
5. All students are required to keep a portfolio of their academic work that will serve as a basis for a mid-program review. The portfolio should consist of all major papers written for courses, reflection papers (described in d above), and any other materials deemed relevant by the student in consultation with the director of the program.
6. After completion of 12-15 hours a mid-program review will be scheduled. The mid-program review materials should consist of the following: a sample of the student’s written work from DMin courses (that is, 3 or 4 major papers), the reflection paper submitted after each elective course, and a cover letter (1 or 2 pages) that provides the students’ rationale for their choices of papers included along with reflections about their learning, their progress, and issues they might need to address in the final stages of their coursework. The cover letter should also identify the topic of the DMin final project. Depending on the student’s progress, these mid-program reviews are generally due either September 31st or January 31st. Students will not be able to register for courses beyond 15 hours until their mid-program review is completed. Students will submit their

portfolio in electronic form to the D.Min. Director. The D.Min. Committee will review the portfolio. The D.Min. Director will communicate the results of the review and any recommendations to the student in writing, after which a student may schedule an interview with the D.Min. Director to discuss any concerns.

7. Except for approved transfer credit, D.Min. students will normally fulfill all their course requirements through courses taught by Brite faculty.
8. The D.Min. requires at least three years of academic study.
9. DMin students entering Brite Summer 2015 (M15) or after: All students are charged a \$2,200.00 flat tuition rate each summer (May) and fall (Oct) term. For a total of \$4,400.00 per year for 3 years. Students are not charged Brite General University fees. A student government fee is applied only in the fall terms. Students are not charged in spring terms, even when enrolled in that spring term. After six semesters (fall and summer) D.Min. students will be charged a fee of \$375.00 for continuation in the program by enrolling in BRLB 80001 Project Thesis Research in Library. This fee will be charged regardless of whether the student has completed coursework. The fee will allow use of the Mary Coats Burnett Library.
10. All degree requirements must be completed within six years from the date of the earliest credit to be counted on the degree (including transfer credit, if any). Extensions may be granted in extraordinary circumstances by the Associate Dean for Academic Affairs after consultation with the D.Min. Director and Doctor of Ministry Committee.

Doctoral Project Guidelines

The Doctor of Ministry program culminates with a final project. The Association of Theological Schools (ATS) D.Min. accreditation standards stipulate that:

The program shall include the design and completion of a written doctoral-level project that addresses both the nature and the practice of ministry. The project should be of sufficient quality that it contributes to the practice of ministry as judged by professional standards and has the potential for application in other contexts of ministry.

The project should demonstrate the candidate's ability to identify a specific theological topic in ministry, organize an effective research model, use appropriate resources, and evaluate the resources, and evaluate the results. It should also reflect the candidate's depth of theological insight in relation to ministry.

This standard emphasizes that projects should directly address questions about the practice of ministry. In other words, the project offers students the opportunity to integrate practice and theory through the enactment of some specific project within the context of ministerial practice, and to produce a written reflection upon that project which draws on relevant scholarly literature to interpret it. In the project, a candidate for the degree will demonstrate the ability to identify some issue or situation in the practice of ministry, to develop a research model for testing, to analyze the situation from a variety of critical perspectives, to evaluate the results of the research project, and to interpret the situation theologically.

As distinguished from most Ph.D. theses or dissertations, we emphasize the *project* aspect of the D.Min. That is, students are asked to develop a project to carry out within the living context of a ministry setting and then reflect on it in written form. By definition the project will include some form of grounded research. Rather than calling the written piece of the project a "thesis" or "dissertation," it can be viewed as a substantive critical analysis that describes and evaluates the project and its implications for the practice of ministry.

D.Min. projects may take any one of a number of forms. The following are examples of various forms that projects may take. These are suggestive, only, and should not preclude other possibilities. A particular project may also combine elements of more than one of the following:

- Congregational or organizational analysis (this may be accomplished through surveys, interviewing, or other types of data gathering common in sociological research.)
- Evaluation of a ministry practice (for example: an analysis of sermons, a liturgical analysis, evaluation of a judicatory program, etc.)
- Development of a ministry resource (for example: an education curriculum, a retreat curriculum, etc.)
- Application of a theory found in literature to a ministry practice

Steps in the process:

a. Upon completing 21-24 hours of coursework a student, in consultation with a faculty member (project director), will propose a final project that integrates scholarship and the practice of ministry. The proposal should be approximately 15 pages long. The proposal will be presented to the project director, a second reader, and the Director of the D.Min. program for approval. These three faculty members will constitute the D.Min. Project Committee.

b. Project committees should normally consist of faculty representing the areas of disciplinary expertise addressed by the project.

A proposal should include the following elements:

1. **Title:** Indicate a tentative title for your project. Include your name and the proposed director for your project.
2. **The issue:** Describe the ministry issue, situation, problem or question to be addressed. This section should include a clear and well-developed research question that will guide the student's investigation.
3. **The context:** Describe the setting within which your project will be carried out.
4. **Project Design:** Describe the type of project you intend to undertake and describe precisely what you intend to do (e.g., an analysis of sermons, develop a retreat curriculum, conduct interviews with a group of persons, etc.) to address the issue identified above.
5. **Theological analysis:** Establish a theological framework for addressing your issue. What biblical and theological resources inform your interpretation of the situation? Identify a theological concept, school of theology, or theologian/s that will inform your perspective on the issue. Explain the reasons for your choices: why and how are they appropriate to carrying out your project?
6. **Method:** Explain how you will carry out your project. Describe in detail your methodology emerging out of the Research Methods and Models course. If your method for analysis includes scholarly resources outside the theological disciplines (e.g., social or behavioral sciences, natural sciences, critical theory, etc.) describe them, identifying a concept or author/s that will inform your method. Indicate whether your project will involve human subjects and how you will address the ethical issues involved with human subjects research (see letter B below for additional information on research with human subjects).
7. **Evaluation:** How will you evaluate the project? Indicate your intended outcomes and how you will know if they have been reached or not. Describe the data and resources you will use to record and interpret your findings. Indicate who will be involved in gathering and interpreting data and evaluating the project.
8. **Statement of significance:** Describe the contribution that your project will make to the understanding and practice of ministry. Indicate why and how this project is important to you and to other ministry practitioners.
9. **Outline:** Provide a tentative outline of your project report with brief summaries of each chapter.
10. **Resources:** Provide a list of 25-50 resources which you will draw upon as you carry out your project in ministry and write your report.

c. Once the proposal has been approved by the Project Committee the student will normally be asked to meet with the Doctor of Ministry Committee to offer a brief oral presentation of her or his proposal and address questions raised by the Doctor of Ministry Committee. The project director will also typically be present for the conversation. The Doctor of Ministry Committee will vote whether to certify that the proposal meets minimal acceptable standards. Any advice or suggestions from Doctor of Ministry Committee members will be communicated directly to the student and the project director.

Projects involving human participants must also receive approval from the Texas Christian University Institutional Review Board (IRB). Proposals to the IRB must conform to the policy and procedure, as stated in the *Brite Governance Handbook* (sections 3.5 and 3.6) and Appendix Q "Research Proposal and Consent Format for Review" in the *Brite Support Manual*. The requirements include IRB approval in advance of commencing any research with human participants. Additional information on the IRB can be found online at www.research.tcu.edu.

d. Following approval of the proposal by the Doctor of Ministry Committee and, if applicable, the Institutional Review Board, the D.Min. candidate shall complete the doctoral project within two academic years. During the final semester of study, the student enrolls in DOMI 80913. An oral examination of the completed project will be held in the final semester of study with the student and the Project Committee.

e. The project director, in consultation with the other members of the Project Committee, 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. For May graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than April 10. For December graduation, the project must be approved, signed by the project director, second reader, and D.Min. Director and submitted to the Associate Dean for Academic Affairs no later than November 10.

f. When it has been determined that the project 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.

g. Proposal/Project Style Guidelines

Students must use *The Chicago Manual of Style (latest edition)* or *APA Style*. The same manual of style is to be used for both the proposal and dissertation.

Students are to:

1. Follow the list of abbreviations for biblical books in *The SBL Handbook of Style*.
2. Tailor the title page and signature page as established by Brite (Forms BDMIN-5 and BDMIN-6).
3. 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.
4. Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
5. 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.
6. Tabulation must be five spaces.
7. The text is justified on the left margin, but is not justified on the right margin.
8. All margins should be one inch.

The project director will determine when form and content are ready for an oral defense.

Projected Course Schedule

	May	October
2018	<ul style="list-style-type: none"> * Spirituality, Justice and Leadership (Pape) * Person as Leader (McClure) * Methods and Models of Research (Marshall) 	<ul style="list-style-type: none"> * Cosmopolitan Leadership (Kang) * From Gay Liberation to Queer Theology, (Rich)
2019	<ul style="list-style-type: none"> * Spirituality, Justice, and Leadership (Robinson) * Ministries of Advocacy and Action (Dalton) * Preaching Economic Justice (Pape) 	<ul style="list-style-type: none"> * Methods and Models of Research (J. Williams) * Theologies of Militarization (Waggoner)
2020	<ul style="list-style-type: none"> * Spirituality, Justice, and Leadership (Robinson) * Sexuality, Race, and Class in Pastoral Care (Ramsay) * The Bible and Gender Politics (Matthews) 	<ul style="list-style-type: none"> * Ministerial Leader as Practical Theologian (Sprinkle) * Jewish Mysticism (Feldman)

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 thirty hours of 90000 PhD specific courses in the primary area of focus. Remaining courses may be completed in BIIN or other areas at the 90000 level; if such courses are not initially offered at the 90000 level, they may be taken only with the permission of the instructor, who will identify appropriate doctoral level requirements, and in consultation with the student's BIIN advisor. Following the required approvals a 90000 level section will be created by the Associate Dean's office.

D. Languages

1. Modern Languages (Form BPhD-5)

In addition to English, reading knowledge of two other modern languages (typically French, German, Italian, Korean, Spanish, or Modern Hebrew) 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 classes, 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). In light of the diagnostic, the BIIN faculty will provide direction to each student for fulfilling the ancient language requirement. Results of the diagnostic examinations and

language remediation will be communicated to the entire BIIN faculty and the Associate Dean's office. In addition, all students will take at least three hours in advanced translation and interpretation in the language of their specialization.

3. Special Language Proficiency

Advanced proficiency in either Biblical Hebrew or Greek will be demonstrated corresponding to the student's area of study or specialization. For HB students, this proficiency normally will be demonstrated through successful completion of a comprehensive written, translation exam administered by a faculty member or a specially designated advanced Hebrew course (with a grade of B or higher). The Biblical Hebrew exam or advanced course can be completed any time after admission to the Ph.D. Program and must be completed before qualifying examinations are scheduled. For NT students this proficiency will be demonstrated through a successful completion of the Advanced Greek course (with a grade of B or higher). The Advanced Greek course can be taken when it is offered in the rotation of seminars and must be completed before qualifying examinations are scheduled. Students should peruse the guidelines for this program requirement within respective areas (Hebrew Bible and New Testament) and their accompanying forms (BPhD-7, BPhD-8). Examination results will be filed in the student's academic file. Students may retake the Hebrew language exam and language courses, as determined by the BIIN faculty. Instructors or examiners notify the Associate Dean for Academic Affairs in writing to place the course/exam results in the student's 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 Coutts 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 of the earliest credit granted toward the degree. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean for Academic Affairs. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

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 area, 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: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. 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. 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-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.

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.

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;
2. 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: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the

standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. 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. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

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.

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 a modern language that supports the student's work in the field, usually 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, and no later than beginning the second year of coursework.

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 Couets 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

Three full years of residency are normally required. The degree is to be completed within seven years. A candidate may petition for an annual extension, but the total time in program must not exceed ten years. Extensions are considered by submitting a written request to the Office of the Associate Dean for Academic Affairs. Following consultation with the Dissertation Director, the Associate Dean for Academic Affairs and the Advanced Programs Committee will determine whether to grant an extension. Appeals of the decision of the Associate Dean and Advanced Programs Committee may be made in writing to the Dean.

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). PT 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 PT 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 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 area, 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: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. Any advice or suggestions from Advanced Programs Committee members will be communicated directly to the student and 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.

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 PT 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 PT department. The Dissertation Director must be a full-time PT 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.

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 PT 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 PT faculty members to discuss the content of the examinations and the construction of pertinent bibliographies.

Qualifying Examinations Schedule

The student must turn in their "Fifth area exam paper" at least two weeks prior to sitting for their first set of exam questions. Students may take their remaining four Qualifying Exams within a two-week period, the specific days to be determined in consultation with their advisor and approved by other PT faculty and the Associate Dean for Academic Affairs. They may begin sitting for the day's exam at 8:00 a.m. and must complete their work by 4:00 p.m. of the same day. Eight hours will be allowed for the completion of each written examination, with the obvious exception of the Fifth Area Paper.

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 PT 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 PT 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 PT 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 PT 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 PT 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, COMMUNITIES, 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 area, 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 PT 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 PT department. The Dissertation Director must be a full-time PT 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: demonstrates an understanding of the research methodology and subject matter, illustrates an understanding of the body of knowledge in the discipline or disciplines involved, and meets the standards of scholarly creation, writing, and general readability. The proposal must describe the research question, outline the procedures to be followed, and discuss the significance of the proposed dissertation. When Institutional Review Board (IRB) approval is needed, the proposal needs to be approved before related IRB materials are submitted to the IRB by the Director. No data may be collected before the proposal has been approved and the Subjects Review has been granted. 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. It is the student's responsibility to adhere to the Proposal and Dissertation Guidelines.

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.