

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.