May 2005

Dear friend,

Through its Ph.D. program Dallas Seminary seeks to provide a high caliber of academic training for qualified men and women. This program is intended for students capable of pursuing advanced studies in biblical and theological research with a view toward becoming productive scholars and Christian leaders. The doctoral program at Dallas Seminary has a long and venerable history, having been established in 1927.

Over the years many of our Ph.D. graduates have made outstanding contributions to theological education as scholars, teachers, authors, administrators, pastors, and missionaries. We are proud of the accomplishments of these alumni who have rendered exemplary service around the world for the cause of Christian higher education.

The document that you now hold in your hands sets forth the guidelines and regulations that currently govern Ph.D. studies at Dallas Seminary. Whether you are a current Ph.D. student or a prospective student, I hope that you will find this information to be a useful summary of the structure, requirements, and features of our doctoral program. All current Ph.D. students should become as familiar as possible with this information, for they are responsible for following these guidelines throughout the course of their doctoral studies. All prospective students will find information here that will be helpful as they seek to learn more about Ph.D. studies at Dallas Seminary.

I invite those of you who are contemplating advanced research in biblical and theological studies to consider prayerfully whether this program can assist you in your career goals. We are eager to have well-prepared and dedicated men and women join us in the scholarly pursuit of biblical and theological truth. Please let us know how we can assist you in determining whether Ph.D. studies at Dallas Seminary are right for you.

Sincerely,

Richard A. Taylor, Ph.D.
Director of Ph.D. Studies
# General Information

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation</td>
<td>6</td>
</tr>
<tr>
<td>Purpose</td>
<td>6</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Student Regulations</td>
<td>8</td>
</tr>
<tr>
<td>Length of Program</td>
<td>8</td>
</tr>
<tr>
<td>Student Advising</td>
<td>9</td>
</tr>
</tbody>
</table>

# Academic Information

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current requirements for Majors or Concentrations</td>
<td>12</td>
</tr>
<tr>
<td>Old Testament Studies</td>
<td>12</td>
</tr>
<tr>
<td>New Testament Studies</td>
<td>13</td>
</tr>
<tr>
<td>Bible Exposition</td>
<td>14</td>
</tr>
<tr>
<td>Theological Studies</td>
<td>14</td>
</tr>
<tr>
<td>Crediting of Courses</td>
<td>15</td>
</tr>
<tr>
<td>Form of Course Papers</td>
<td>15</td>
</tr>
<tr>
<td>Modern Language Requirements</td>
<td>15</td>
</tr>
</tbody>
</table>

# Postcourse Requirements

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to Candidacy</td>
<td>16</td>
</tr>
<tr>
<td>Written and Oral Examinations</td>
<td>16</td>
</tr>
<tr>
<td>Biblical Studies Major</td>
<td>17</td>
</tr>
<tr>
<td>Theological Studies Major</td>
<td>17</td>
</tr>
<tr>
<td>Dissertation Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Submissions</td>
<td>19</td>
</tr>
<tr>
<td>Topic Proposal</td>
<td>19</td>
</tr>
<tr>
<td>Syllabus</td>
<td>19</td>
</tr>
<tr>
<td>Resident Research</td>
<td>19</td>
</tr>
<tr>
<td>First Draft</td>
<td>20</td>
</tr>
<tr>
<td>Oral Defense</td>
<td>20</td>
</tr>
<tr>
<td>Preliminary Final Draft</td>
<td>20</td>
</tr>
<tr>
<td>Final Draft</td>
<td>21</td>
</tr>
<tr>
<td>Dissertation Form</td>
<td>21</td>
</tr>
<tr>
<td>Grading</td>
<td>21</td>
</tr>
<tr>
<td>Filing</td>
<td>21</td>
</tr>
<tr>
<td>Publication of the Dissertation</td>
<td>21</td>
</tr>
<tr>
<td>Role of the Dissertation Committee</td>
<td>22</td>
</tr>
<tr>
<td>Dissertation Committee</td>
<td>22</td>
</tr>
<tr>
<td>Adviser</td>
<td>22</td>
</tr>
<tr>
<td>Second and Third Readers</td>
<td>23</td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td>23</td>
</tr>
</tbody>
</table>

# General Academic Regulations

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Course Withdrawals</td>
<td>24</td>
</tr>
<tr>
<td>Registration</td>
<td>24</td>
</tr>
</tbody>
</table>
Auditing ................................................................. 24
Course Withdrawals ........................................... 24
LEAVE OF ABSENCE ................................................. 24
WITHDRAWAL FROM SEMINARY .............................. 24
PLAGIARISM .......................................................... 24
APPEALS ................................................................. 25
GRADING SYSTEM ..................................................... 26
   Grades ................................................................. 26
   Grade Symbols ................................................... 26
   Grade Point System .............................................. 26
   Grade Reports ..................................................... 26
   Grade Changes .................................................... 26
   Student Records .................................................. 26
INCOMPLETE COURSES ............................................. 27
   Extension Procedure ............................................ 27
   Extension Fee ...................................................... 27
INDEPENDENT STUDY COURSES ............................... 27
   Procedure .......................................................... 27
   General Requirements ......................................... 27
   Completion Requirement ....................................... 27
DISSERTATION AND CONTINUATION COURSES .......... 27
GRADUATION REQUIREMENTS ................................. 28
BUSINESS INFORMATION .......................................... 29
ACADEMIC FINANCIAL POLICIES .............................. 29
   Fees and Refunds .................................................. 29
   Tuition and Fees .................................................. 29
      Tuition Management Systems (TMS) Payment Plan ..... 29
      General Deposit ................................................. 29
      Continuation Fee .............................................. 29
      Course Drops and Withdrawal .............................. 29
      General Fee ....................................................... 30
      Filing Fee .......................................................... 30
      Graduation Fee .................................................. 31
   Miscellaneous ...................................................... 31
      Health Insurance ............................................... 31
      Foreign Currency ............................................. 31
GENERAL POLICIES .................................................. 31
   Residence Hall Policies ......................................... 31
      Advance Deposit ............................................... 31
      Furnishings ...................................................... 32
      Keys ................................................................. 32
      Appliances ....................................................... 32
      Dining Commons Policies .................................... 32
   Swiss Tower Apartments ....................................... 32
      Apartment Descriptions ...................................... 32
      Terms and Conditions ........................................ 33
      Waiting List ..................................................... 33
      Laundry Facilities ............................................. 33
      Parking ........................................................... 33
CHECKLIST ............................................................. 34
GENERAL INFORMATION

ACCREDITATION
Dallas Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award master's and doctoral degrees. The Seminary is also an accredited member of the Association of Theological Schools in the United States and Canada (ATS), 10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1103; telephone number 800-367-8250.

PURPOSE
The program leading to the Doctor of Philosophy degree is designed for men and women capable of doing research at the highest level with a view to becoming scholars and educational leaders in various fields of Christian ministry.

This doctoral program is designed to develop a student's ability to do competent biblical and theological research, to think critically, and to communicate effectively in an area of specialization. Course studies, seminar work, and research projects are part of the student's supervised program that culminates in the preparation of the doctoral dissertation.

In addition, the student's spiritual maturity and leadership development are observed by faculty during the course of study. At various stages in the program, the faculty as a whole or through one or more of its committees evaluates the progress of the student and his or her fitness to continue doctoral studies.

ADMISSION REQUIREMENTS
Applications for the Ph.D. program must be received in the Admissions Office by January 1 for admission the following fall semester, or by September 1 for the following spring semester.

Each applicant must meet the following requirements:

1. Like all other applicants to Dallas Theological Seminary, the Ph.D. applicant must show evidence of saving faith in Christ, be of proven Christian character, be endowed with appropriate spiritual gifts, and adhere to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

2. Depending on their prior academic preparation, students may enter the Ph.D. program either at Stage 1 or Stage 2. Those entering at Stage 1 must have attained the degrees of Bachelor of Arts and Master of Divinity (or equivalent degrees) and must have an academic record that demonstrates superior ability and shows promise of success in doctoral studies. In the absence of a master's thesis, the student must provide a research paper previously written at the master's level that shows an acceptable level of competency in research and writing. After completing Stage 1, applicants must complete requirements for entrance into Stage 2.

Those entering at Stage 2 must have attained the degrees of Bachelor of Arts and Master of Theology (or equivalent degrees) and must have an academic record that demonstrates superior ability and shows promise of success in doctoral studies. The applicant must also present an acceptable master's thesis.

3. The applicant (and spouse if married) must complete the Personality Inventory and meet with the director of Counseling Services.
4. The applicant must provide official transcripts of all college and seminary work, showing conferral of the appropriate prerequisite degrees.

5. Applicants entering at Stage 1 must give evidence either by transcript or by examination of at least one year of study in biblical Hebrew and two years of study in New Testament Greek. Applicants entering at Stage 2 must give evidence either by transcript or by examination of at least two years of study in biblical Hebrew and two and a half years of study in New Testament Greek. Any deficiencies in these areas must be made up without credit in the Ph.D. program.

6. After recommendation of acceptance by the appropriate department or division, the applicant for Stage 2 must satisfactorily pass a written qualifying examination in the field of his or her intended major or concentration. For local applicants this examination is normally given through the Ph.D. Studies Office on the third Monday of February for those entering in the fall semester and on the third Monday of October for those entering in the spring semester. For out-of-town applicants, arrangements can be made with the Ph.D. Studies Office to take the written qualifying examination by proctor at another location.

7. The applicant for Stage 2 must also satisfactorily pass an oral qualifying examination on fitness for doctoral studies. The oral examining committee appointed by the director of Ph.D. Studies will consist of no fewer than three members, one of whom is to be outside the applicant’s intended major or concentration. The oral qualifying examination is given sometime after departmental evaluation of the written qualifying examination and on or before the third Monday of March for those entering in the fall semester and on or before the third Monday of November for those entering in the spring semester. The oral qualifying examination makes inquiries into the applicant’s Christian experience, vocational goals, competence in biblical and theological knowledge, teachability, academic achievement, financial resources, and potential for ministry leadership.

8. On the basis of the written qualifying examination, the oral qualifying examination, departmental or divisional recommendation, and the Personality Inventory, the Ph.D. Studies Committee will evaluate the applicant’s acceptability for Stage 2 of the Ph.D. program. The committee may require additional academic work to correct deficiencies. On the recommendation of the Ph.D. Studies Committee, the faculty will consider the applicant and, if approved, will admit him or her to the doctoral program.

In certain instances a student may be admitted on probation. Applicants admitted with that status will have the notation “Academic Probation” entered on their official transcript at matriculation. The probationary period will last for one year, during which time the student must demonstrate that his or her academic performance is at a sufficient level to justify continuation in the doctoral program. If and when the probationary period is successfully completed, an official note will be recorded on the transcript removing the student from that status. Within the context of its theological convictions and mission, Dallas Theological Seminary does not discriminate on the basis of race, color, gender, disability, or national and ethnic origin.
STUDENT REGULATIONS
The student is responsible to comply with the regulations contained in this Handbook as well as those in the relevant portions of the Dallas Seminary Catalog and the Student Handbook.

All students must maintain a valid email address with the Registrar’s Office and the Ph.D. Studies Office, along with current physical address information. Students will be required periodically to authenticate their current email address in order to access CampusNet. Email allows the Seminary to expedite communication and will be used for official Seminary communications, such as course scheduling changes. Students who do not currently have a valid email address can register for a free account with a number of providers.

LENGTH OF PROGRAM
Stage 1 of the doctoral program must be completed within two years.

Stage 2 of the doctoral program normally includes at least three years of study, of which a minimum of two years must be spent in residence. Within the two years of required resident study, one semester must be devoted to dissertation research. The average length of time taken by recent graduates to complete Stage 2 of the doctoral program is about five years.

All work in Stage 2 of the Ph.D. program must be completed within eight years from the date of matriculation, including any leaves of absence. This requirement will be strictly enforced, so the student should take care to plan his program accordingly. Any student who needs a leave of absence must notify the registrar by completing the appropriate form, which is available in the Registrar’s Office. The leave of absence must be approved by the Ph.D. Studies Committee if it extends the student’s program beyond the eight-year limit.

Reinstatement as a doctoral student after the eight-year limit has expired is possible only on the recommendation of the department or division coordinator and the Ph.D. Studies Committee. Reinstated students will be subject to the requirements of the current catalog, and the Ph.D. Studies Committee may impose additional requirements.

The following checkpoints provide a timely schedule for completing Stage 2 requirements within the provisions of the eight-year statute of limitation. While some of these guidelines are only recommended and not required, they do provide a reasonable schedule which will enable students to avoid difficulty due to the eight-year limit. Students who are able to accelerate this schedule are encouraged to do so.

✓ Where applicable (e.g., Old Testament studies), students must satisfy the biblical language requirement before starting their second semester in the program (required).

✓ Students must satisfy one modern language requirement before starting their second semester in the program; they must satisfy the second modern language requirement before starting their fourth semester in the program (required).

✓ Students should complete all course work by the end of their third year in the program (recommended).

✓ Students must take comprehensive exams by the end of the semester following completion of their course work, or no later than the second semester following completion of their course work (required).

✓ Students should submit the dissertation syllabus no later than the start of their fifth year in the program (recommended).
✓ Students should complete the first draft of the dissertation by December 1 of their sixth year in the program (recommended).

✓ Students should defend their dissertation by February 1 of their sixth year in the program (recommended).

✓ If necessary, years seven and eight provide recovery time for unanticipated setbacks.

**STUDENT ADVISING**

Early in their first semester new students entering the Ph.D. program should schedule a meeting with the coordinator of Ph.D. Studies in their academic department in order to gain a general orientation to the program. The department coordinator will answer any questions that the student may have about the doctoral program at that time. The coordinator will also clarify procedures for ongoing academic advisement for students in the Ph.D. program and will appoint a member of the faculty to serve as an academic adviser to the student for the duration of his doctoral studies prior to the commencement of dissertation research. The adviser will guide the student with regard to such matters as the following: his or her selection of courses, the maintaining of a suitable time-table for the completion of the Ph.D. program, completion of modern language requirements, preparation for the comprehensive examinations, the choice of a dissertation topic, and any other academic matters that may require attention. When the student begins his or her dissertation research, the first reader of his dissertation committee will serve as his adviser for the remainder of the doctoral program.

**ACADEMIC INFORMATION COURSE REQUIREMENTS**

**Majors and Concentrations**

Students in the Ph.D. program may major in either the division of Biblical Studies (with a concentration in Old Testament Studies, New Testament Studies, or Bible Exposition) or the division of Theological Studies (with concentrations in both historical and systematic theology).

The student may select only one major and only one concentration if the student selects Biblical Studies. If a doctoral student desires to change majors or concentrations, he or she must satisfactorily pass the qualifying examinations for the new major or concentration unless that requirement is waived by the department coordinators for the doctoral program.

**Credit Hours and Courses**

For students admitted with only the M.Div. degree, the program requires two stages. Stage 1 consists of 26 semester hours of work (see below), and Stage 2 requires an additional 35 hours of doctoral work. Students with the Th.M. or S.T.M. degree complete only Stage 2 of the program, namely, 35 semester hours of course work involving at least three semesters of study.

**Stage 1 Requirements**

Stage 1 requirements for students admitted with the M.Div. degree consist of 26 hours of course work. The student is required to pass a proficiency exam in Hebrew grammar and syntax, complete OT103 and OT104 (6 hours), pass a proficiency exam in Greek grammar and syntax, and complete NT104 and NT105 (6 hours). The student must also complete a concentration of nine hours in a Biblical Studies or Theological Studies department, complete either CE215 or WM410 (3 hours), and write a thesis in his or her intended major.
(2 hours). After completion of the 26 hours of Stage 1, the student must pass the Ph.D. written qualifying exams and the oral qualifying exam for Stage 2. See chart below for requirements.

Although Stage 2 Ph.D. courses are—with rare exception—restricted to Ph.D. students, Stage 1 courses include both Th.M. students and Stage 1 Ph.D. students. Students who take such courses for Ph.D. credit are subject to additional course requirements which have been determined by the various academic departments. Details regarding these requirements appear in each Ph.D. course syllabus.

Qualifying exams for Stage 2 assume completion of the 26 hours of Stage 1. However, students are eligible to take the qualifying exams for Stage 2 during their final semester before completion of Stage 1 if they are making satisfactory progress on the thesis. Qualifying exams for Stage 2 must be completed successfully before continuing in the doctoral program. Students may attempt the Stage 2 qualifying exams a maximum of two times.

STAGE 1

Hebrew Exegesis (after passing a proficiency exam in Hebrew grammar and syntax)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT103</td>
<td>Introduction to Hebrew Exegesis</td>
<td>3</td>
</tr>
<tr>
<td>OT104</td>
<td>Principles of Hebrew Exegesis</td>
<td>3</td>
</tr>
</tbody>
</table>

Greek Exegesis (after passing a proficiency exam in Greek grammar and syntax)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>NT104</td>
<td>Introduction to New Testament Exegesis</td>
<td>3</td>
</tr>
<tr>
<td>NT105</td>
<td>Exegesis of Romans</td>
<td>3</td>
</tr>
</tbody>
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Major in Biblical Studies or Theological Studies

Choose one of the following two courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CE215</td>
<td>Teaching in Christian Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>WM410</td>
<td>Theological Education in Intercultural Contexts</td>
<td>3</td>
</tr>
</tbody>
</table>

Thesis in major field of study

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
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Total hours for Stage 1

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<th>Hours</th>
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<tr>
<td>26</td>
</tr>
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</table>

If the student fails the qualifying exams on completion of Stage 1 of the program, he or she may attain the S.T.M. degree by completing six more hours in the following segments: two hours in Theological Studies (if the major is Biblical Studies) or two hours in Biblical Studies (if the major is Theological Studies), and four hours in the Ministries and Communication division, including at least one hour in ministry leadership. Students must also have completed course work in soteriology and eschatology in their master’s program.
Stage 2 Requirements
Stage 2 requirements for all doctoral students consist of 35 hours of course work. For a major in Biblical Studies, nine hours of course work are required in divisional courses. The required courses are as follows: (1) three semester hours in Old Testament backgrounds, (2) two semester hours in New Testament backgrounds, (3) three semester hours in hermeneutics, and (4) one semester hour in research procedures. In addition to these required divisional courses, students in biblical studies must also satisfy the requirements of their concentration, whether Old Testament Studies, New Testament Studies, or Bible Exposition.

The following guidelines for course completion apply. Each student is required to take two courses outside the concentration but within the Biblical Studies division—one from each of the two departments in which he or she is not concentrating. These courses are selected in consultation with the respective departments and with consideration of the student’s background and needs. At the student’s request exceptions to this requirement may be considered jointly by the department coordinators in the Biblical Studies division.

After completion of course work and admission to candidacy, the residency

<table>
<thead>
<tr>
<th>STAGE 2—Biblical Studies Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Concentration in Old Testament Studies</strong></td>
</tr>
</tbody>
</table>

**Required Divisional Courses**

- BS1001 Old Testament Backgrounds ................................................. 3
- BS1002 New Testament Backgrounds ................................................. 2
- BS1003 Hermeneutics ........................................................................... 3
- BS1004 Research Procedures ................................................................. 1

**Required Departmental Courses**

- OT1001 Old Testament Criticism .......................................................... 2
- OT1002 Historical Hebrew Grammar ...................................................... 2
- OT1003 Advanced Old Testament Biblical Theology .............................. 2

**Select two of the following courses**

- OT1004 Exegesis in the Torah ................................................................. 3
- OT1005 Exegesis in the Prophets ............................................................. 3
- OT1006 Exegesis in the Writings .............................................................. 3

**Select one of the following courses**

- OT2020 Introduction to Akkadian .......................................................... 3
- OT2030 Readings in Ugaritic ................................................................. 2

**Elective Courses** ............................................................................... 8–9

**Dissertation Research**

- OT1008 Old Testament Dissertation ..................................................... 3

**Total hours for Stage 2 in Biblical Studies, Old Testament concentration** ......................................................... 35
requirements for dissertation research must be met (see Dissertation Requirements). The student's status will be reviewed by the appropriate department and will be reported to the Ph.D. Studies Committee after the completion of twelve semester hours of study and at subsequent times as deemed necessary.

Most doctoral courses are offered annually or on biennial rotation according to student need and faculty availability. Course descriptions are given in the Seminary Catalog.

Requirements for Majors or Concentrations

**Old Testament Studies**
For a concentration in Old Testament studies, students must take Old Testament criticism (2 hours), historical Hebrew grammar (2 hours), advanced Old Testament biblical theology (2 hours), and two of the following three exegetical courses: Exegesis in the Torah (3 hours), Exegesis in the Prophets (3 hours), Exegesis in the

Writings (3 hours). Students must also take either Introduction to Akkadian (3 hours) or Readings in Ugaritic (2 hours), eight to nine hours of electives, and dissertation research (3 hours). See chart on previous page for further details.

Before the end of his or her first semester in Stage 2 of the Ph.D. program, the student must pass a reading proficiency exam demonstrating basic competence in Hebrew grammar and syntax and ability to translate Hebrew prose literature. Remedial instruction, if needed, will be provided by the department without credit. If the student fails the reading proficiency exam, he or she may make arrangements to retake the exam after thirty days. The reading proficiency exam may be taken no more than three times. Students may not register for their second semester until they have successfully completed the reading proficiency exam.

Before beginning dissertation research, the doctoral student in the Division of Biblical Studies with a concentration in

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**STAGE 2—Biblical Studies Division**

**Concentration in New Testament Studies**

*Required Divisional Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BS1001 Old Testament Backgrounds</td>
<td>3</td>
</tr>
<tr>
<td>BS1002 New Testament Backgrounds</td>
<td>2</td>
</tr>
<tr>
<td>BS1003 Hermeneutics</td>
<td>3</td>
</tr>
<tr>
<td>BS1004 Research Procedures</td>
<td>1</td>
</tr>
</tbody>
</table>

*Required Departmental Courses*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT1001 History of New Testament Interpretation and Criticism</td>
<td>3</td>
</tr>
<tr>
<td>NT1002 New Testament Theology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Elective Courses* ......................................................... 17

*Dissertation Research*

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT1008 New Testament Dissertation</td>
<td>3</td>
</tr>
</tbody>
</table>

*Total hours for Stage 2 in Biblical Studies, New Testament concentration* ......................................................... 35
Old Testament studies must have an advanced knowledge of Hebrew grammar and a knowledge of ancient Near Eastern history, culture, and literature adequate for understanding the world of the Old Testament. He or she must also be able to think critically in the areas of higher and lower criticism, be able to do exegesis in a variety of Old Testament genres, and be able to develop a consistent biblical theology.

**New Testament Studies**

For a concentration in New Testament studies, students must take History of New Testament Interpretation and Criticism (3 hours), New Testament Theology (3 hours), 17 hours of electives, and dissertation research (3 hours). See chart on previous page for further details.

Before beginning dissertation research, the doctoral student in the Division of Biblical Studies with a concentration in New Testament studies must have an advanced knowledge of Koine Greek grammar; be familiar with the backgrounds and environments of

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**STAGE 2—Biblical Studies Division**

**Concentration in Bible Exposition**

**Required Courses**

- BS1001 Old Testament Backgrounds ........................................ 3
- BS1002 New Testament Backgrounds ........................................ 2
- BS1003 Hermeneutics ............................................................... 3
- BS1004 Research Procedures ..................................................... 1

**Required Departmental Courses**

- BE1001 Analysis of Old Testament Books .................................. 3
- BE1002 Analysis of New Testament Books .................................. 2

**Elective Courses** ................................................................. 18

**Dissertation Research**

- BE1008 Bible Exposition Dissertation ........................................ 3

*Total hours for Stage 2 in Biblical Studies, Bible Exposition concentration . . . 35*
the New Testament, be acquainted with the history of New Testament interpretation, be able to think critically in the areas of higher and lower criticism, demonstrate proficiency in reading the Greek New Testament, be able to do exegesis in the various New Testament genres, and be able to articulate the theology of New Testament authors.

**Bible Exposition**

For a concentration in Bible Exposition, students must take Analysis of Old Testament Books (3 hours), Analysis of New Testament Books (2 hours), 18 hours of electives, and dissertation research (3 hours). See chart on previous page for further details.

Before beginning dissertation research, the doctoral student in the Division of Biblical Studies with a concentration in Bible Exposition must demonstrate a thorough knowledge, both analytical and synthetic, of each book of the Bible, be able to discuss problem passages of the Bible intelligently, and be familiar with biblical backgrounds, history, and culture. A student who does not have a Th.M. degree from Dallas Theological Seminary may be required to take up to four additional hours in Bible Exposition.

**Theological Studies**

For a major in theological studies, each student must take the following courses: Research Procedures (1 hour), Seminar in Hermeneutics and Historiography (3 hours), Seminar in Theological Method (3 hours), Seminar in Modern Theology and Theologians (3 hours), Seminar in American Evangelicalism (3 hours), Seminar in the History of Biblical Interpretation (3 hours), Seminar in the History of Doctrine (3 hours), Seminar in Theological Systems (3 hours). Theological studies majors must also take 10 hours of elective courses and dissertation research (3 hours). See chart below for further details.

<table>
<thead>
<tr>
<th>STAGE 2—Theological Studies Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theological Studies Major</strong></td>
</tr>
<tr>
<td><strong>Required Divisional Course</strong></td>
</tr>
<tr>
<td>BS1004 Research Procedures</td>
</tr>
<tr>
<td><strong>Required Departmental Courses</strong></td>
</tr>
<tr>
<td>TS1001 Seminar in Hermeneutics and Historiography</td>
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<tr>
<td>TS1002 Seminar in Theological Method</td>
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<tr>
<td>TS1003 Seminar in Modern Theology and Theologians</td>
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<tr>
<td>TS1004 Seminar in American Evangelicalism</td>
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<tr>
<td>TS1005 Seminar in the History of Biblical Interpretation</td>
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<tr>
<td>TS1006 Seminar in the History of Doctrine</td>
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<tr>
<td>TS1007 Seminar in Theological Systems</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
</tr>
<tr>
<td><strong>Dissertation Research</strong></td>
</tr>
<tr>
<td>TS1008 Theological Studies Dissertation</td>
</tr>
<tr>
<td><strong>Total hours for Stage 2 in Theological Studies</strong></td>
</tr>
</tbody>
</table>
The 10 hours of elective courses for majors in theological studies should be selected in consultation with the program coordinator for theological studies.

Before beginning dissertation research, the doctoral student in the Division of Theological Studies must demonstrate an advanced knowledge of the current field of theological scholarship, demonstrate a critical understanding of the thought and contribution of a major theologian in the history of theology, and demonstrate critical skills in theological and historiographical method. In this major the student must choose both a systematic theology focus and a historical theology focus for his or her studies. In the case of a systematic theology focus, the student must be able to expound the doctrines, issues, and problems of a selected area within systematic theology in a way that demonstrates advanced knowledge of relevant biblical scholarship, the history of thought as it impacts the area, and contemporary contributions of theologians and scholars of other fields. In the case of a historical theology focus, the student must demonstrate knowledge of a specific period in the history of theology with special attention given to the dominant cultural, social, and theological influences that distinguish it.

**Crediting of Courses**

For students entering the doctoral program at Stage 1 only courses taken after receiving the Master of Divinity degree can be credited toward the Ph.D. degree. For those entering at Stage 2 only courses taken after receiving the Master of Theology degree can be credited toward the Ph.D. degree. Course work done in other institutions may be credited toward the Ph.D. degree with the approval of the Ph.D. Studies Committee on a case-by-case basis. Any course offered at the Master's level and taken for credit toward the Ph.D. degree will be subject to increased requirements in order to place it on a higher academic level than work done for the Th.M. Details regarding these requirements appear in each Ph.D. course syllabus.

**Form of Course Papers**

Written work submitted for credit in fulfillment of requirements in the various courses leading to the Ph.D. degree must conform to the standards contained in the latest edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian, and the latest edition of the “Supplement to Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*,” produced by the faculty of Dallas Seminary. The supplement is available for purchase in the Dallas Seminary Book Center and is also available online.

Ph.D. students are required to use a bibliographical database in the preparation of all major papers for doctoral courses and in the preparation of all doctoral dissertations.

**Modern Language Requirements**

Ph.D. students must demonstrate ability to read scholarly French and German. Under certain circumstances other languages may be substituted on the recommendation of the department coordinator and the approval of the Ph.D. Studies Committee. In such cases the substitute language must be deemed by the Ph.D. Studies Committee to have special relevance to the topic requirements and research interests of the student.

Subject to availability of teaching staff, instruction in reading comprehension is offered for either German or French on an alternating schedule each year.
during the summer session. Ph.D. students who wish classroom instruction in these languages should contact the Ph.D. Studies Office for further details about requirements and scheduling. No course credit is granted for meeting the modern language requirements.

The student must take and satisfactorily pass the first modern language exam before he or she enrolls in the second semester of course work. A student who does not pass the examination is not allowed to begin the second semester; except in the case of hyphenated courses begun in the first semester or if the student has taken no more than three semester hours of course work. The student must wait at least one month before taking another examination in the same language and must pass the exam in no more than three attempts; otherwise, he or she will be withdrawn from the Ph.D. program.

The student must take and satisfactorily pass the second modern language exam before he or she enrolls in the fourth semester of course work. If the student does not satisfactorily pass the language examination, he or she cannot enroll in the next semester’s courses, except in the case of hyphenated courses. Again, the student must wait at least one month before taking another examination in the same language and must pass the exam in no more than three attempts; otherwise, he or she will be withdrawn from the Ph.D. program.

The student must make arrangements with the Ph.D. Studies Office at least two days in advance of the time he or she wishes to take the exam. The deadline for passing a language exam before the fall semester begins is July 31, and the deadline before the spring semester begins is November 30.

**POSTCOURSE REQUIREMENTS**

**Admission to Candidacy Requirements**

A doctoral student is admitted to candidacy for the Ph.D. degree by action of the faculty only after he or she has: (1) completed all residency requirements leading to the degree; (2) met the foreign language requirements; (3) passed written and oral examinations over the fields within the major or concentration; (4) shown evidence to the satisfaction of the faculty of proven Christian character and ability and acceptability in Christian ministry, and (5) affirmed adherence to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ. The Registrar’s Office will send to the student an application for admission to candidacy that must be completed and returned on completion of course work.

Because all students must be admitted to candidacy for their degree program, this process must be completed prior to the intended semester of graduation. The student should complete the application for admission to candidacy as soon as he or she is qualified (immediately upon successful completion of written and oral comprehensive exams). In addition, the student must apply for graduation by the end of the first week of his or her final semester. Graduation will be postponed for students who do not meet these deadlines.

**Written and Oral Examinations**

Subject areas covered by the comprehensive written examinations in each major or concentration are listed on the following page.
BIBLICAL STUDIES MAJOR

Concentration in Old Testament Studies
- Old Testament introduction and criticism
- Old Testament backgrounds
- Historical Hebrew grammar
- Old Testament theology
- Old Testament exegesis

Concentration in New Testament Studies
- Grammar of the Greek New Testament
- Background to the New Testament (including literary, historical, cultural, and conceptual backgrounds)
- New Testament textual criticism
- Translation and exegesis in the Gospels and Acts
- Translation and exegesis in the Pauline Epistles
- Translation and exegesis in Hebrews, General Epistles, and Revelation

Concentration in Bible Exposition
- Hermeneutics and biblical backgrounds
- The Pentateuch
- Old Testament history and poetry
- Old Testament prophecy
- New Testament history
- New Testament epistles and prophecy

THEOLOGICAL STUDIES MAJOR
- Twentieth-century theology
- A major theologian
- A doctrinal area of systematic theology
- A period in the history of theology

Majors in theological studies will choose a major theologian, a doctrinal area, and a historical period for their comprehensive examinations in consultation with the faculty who teach in the program.

The comprehensive written examinations may be taken after completion of all course work. Extensions in any course (including independent studies) must be completed before students may take their comprehensive exams. Because of the difficulty in forming examining committees during the summer months, students must begin and complete their comprehensive exams after September 1 and before March 15 of the academic year. Exams cannot be taken between March 15 and September 1. Students must keep in mind that undue delay in taking the comprehensive exams may impact their ability to complete the doctoral program within the eight-year limit.

The student must make arrangements with the Ph.D. Studies Office at least two weeks before beginning the comprehensive exams. The exams must be taken in the library and must be completed within 15 calendar days after beginning the exams. No exams may be taken on weekends or holidays. Students are encouraged to type exams on a computer, but handwritten exams are acceptable. The student is not allowed to keep a copy of the examination questions or answers on any retrieval medium. If the student’s exam scores are unsatisfactory, the examining committee may allow him or her to retake all or part of the exam. The comprehensive written exams will then be rescheduled when the department coordinator is satisfied that the student is ready to retake the exam. The student is not allowed to see his or her graded written exams until he or she has passed the subsequent oral examination.
Within 15 days after the satisfactory completion and grading of the written examinations, a comprehensive oral examination will be given by a committee of the faculty convened by the director of Ph.D. Studies. This committee normally consists of four members, at least one of whom is in a department outside the student’s major or concentration. If the student does not pass the oral examination, the examining committee may allow him or her to retake all or part of the exam.

If necessary, doctoral students will be allowed one semester of full-time student status to prepare for the comprehensive examinations and one additional semester at half-time status for taking the comprehensive exams. Normally comprehensive exams should be taken during the semester following the completion of course work. At the latest they should be taken within two semesters of the completion of course work. In the event a student is unable to complete the exams within two semesters of completion of course work, the student must petition the Ph.D. Studies Committee for an extension. A student must pass all the comprehensive written exams and the oral exam in no more than two attempts; otherwise, he or she will be withdrawn from the Ph.D. program.

After satisfactory completion of the written and oral examinations and on the recommendation of the department coordinator and the Ph.D. Studies Committee, the faculty will consider the recommendation and, if approved, will admit the student to candidacy. If admission to candidacy is denied, the student should consult the current edition of the Student Handbook for the appeal process related to the denial of admission to candidacy.

Dissertation Requirements
A dissertation is a formal treatise or discourse that advances a proposition based on extensive scholarly research. Before accepting a dissertation for the Ph.D. degree, the student’s appointed dissertation committee must be satisfied (1) that it is sound methodologically, (2) that its argument is coherent throughout, (3) that it critically evaluates previously
published works on the subject, (4) that it is clearly and effectively written, and (5) that it represents a significant contribution to learning. Its contribution may be the discovery of new knowledge, the connection of previously unrelated facts, the development of an original point of view, or the revision of older views.

**Submissions**
Submission of all work related to the dissertation, including the proposal and the syllabus, must be presented to the Ph.D. Studies Office. No student may submit any portion of his or her dissertation until the two modern language requirements have been fulfilled and he or she has been admitted to candidacy as outlined above. Email submissions will not be accepted.

**Topic Proposal**
The student is encouraged to give thought to possible topics for the dissertation from the beginning of his or her residency. A dissertation proposal should be developed in consultation with the department coordinator and a Turpin Library staff consultant. Only then may the student propose the dissertation topic to the Ph.D. Studies Committee and submit it to the Ph.D. Studies Office. On approval, the Ph.D. Studies Committee will appoint a dissertation committee for the student. The dissertation committee consists of the adviser and first reader from the department of the student’s major or concentration, a second reader from the same department, and a third reader from outside the department. The student will meet with the dissertation committee to discuss the topic, structure, and procedure of the work. Any subsequent change of topic or title must be submitted to and be approved by the Ph.D. Studies Committee.

**Syllabus**
After the dissertation topic has been approved, the syllabus for the dissertation must be prepared in consultation with the dissertation committee and must consist of approximately 2,500 to 5,000 words (excluding the bibliography in the word count). Once a syllabus has been prepared, one copy in proper dissertation form (see below) must be submitted to the Ph.D. Studies Office. The Ph.D. Studies Office will record the submission and send the copy to the dissertation committee for evaluation. The dissertation committee will meet with the student to discuss its evaluation of the syllabus as well as the overall direction of the dissertation. If the syllabus is approved, the student should provide a copy to the Ph.D. Studies Office for placement in his or her file. If the syllabus is not approved, the student may resubmit another syllabus on the same topic or may withdraw the original topic and propose a different one according to the guidelines indicated above for topic approval.

The function of the syllabus in the dissertation process is very important. It should present, in summary fashion, the carefully researched and logically explained direction of the entire work, clearly presenting the dissertation’s thesis, the substance of the argument (including the subdivisions of each chapter), and the majority of the primary and secondary sources for the entire work. A research bibliography must be attached. The syllabus should include sufficient research so as to indicate the purpose, procedure, and accomplishments of the dissertation. Approval of the syllabus by the student’s dissertation committee represents acceptance of the dissertation project and authorization to write the dissertation.

**Resident Research**
After completing the comprehensive exams, the student must normally remain in residency for at least one semester for the purpose of research on the dissertation, or until such time...
as the members of the dissertation committee are satisfied that the student no longer needs their personal supervision. Students writing dissertations will be allowed a maximum of two years of full-time student status.

**First Draft**
The first draft of the dissertation is to be written under the supervision of the student’s dissertation committee and presented to the Ph.D. Studies Office. It must be judged acceptable by the dissertation committee with respect to both content and proper dissertation form. Chapters should be submitted consecutively so that the dissertation committee may evaluate them progressively.

If a student intends to graduate in May, he or she must submit the first two chapters (not counting the introduction to the dissertation) to the Ph.D. Studies Office by September 15 of the previous year, and the entire first draft must be completed and submitted by December 1. If a student intends to graduate in August, he or she must submit the first two chapters (not counting the introduction to the dissertation) to the Ph.D. Studies Office by January 1 and the entire first draft by March 15. If a student intends to graduate in December, he or she must submit the first two chapters (not counting the introduction to the dissertation) to the Ph.D. Studies Office by May 1 and the entire first draft by July 15. Failure to present the first draft on time will necessitate postponement of graduation. This schedule is achievable only if the dissertation committee finds the entire first draft of the dissertation acceptable with few revisions. Otherwise, graduation may be postponed.

**Oral Defense**
After satisfactory completion of the first draft of the dissertation (as stipulated above), the dissertation committee will ask the director of Ph.D. Studies to arrange for an oral defense of the dissertation before an examining committee of the faculty. Normally the examining committee will consist of no fewer than four members, including the director of Ph.D. Studies and the members of the dissertation committee. In the dissertation defense the student will be expected to articulate and defend the proposition of his or her dissertation, to argue convincingly for specific points developed within the dissertation, and to demonstrate knowledge of the field of research and control of the pertinent literature. The examining committee will point out any further work that the student needs to do before the preliminary final draft is submitted. If the student intends to graduate in May, the oral defense must be completed on or before February 1. For an August graduation the oral defense must be completed by May 15, and for a December graduation it must be completed by September 15. At the option of the examining committee, the student may be required to take another oral defense exam following the presentation of the final draft of the dissertation.

**Preliminary Final Draft**
Submission of a preliminary final draft allows the dissertation committee one last opportunity for corrections. For a May graduation the preliminary final draft must be submitted to the Ph.D. Studies Office by March 15. For an August graduation the preliminary final draft must be submitted by July 1, and for a December graduation it must be submitted by November 1. The proof-marked first draft must also be included with the submission of the preliminary final draft.
Final Draft
Two originals of the final draft of the dissertation must be presented in proper Turabian form to the Ph.D. Studies Office on or before April 15 preceding graduation in May. For an August graduation the final draft must be submitted by August 1, and for a December graduation it must be submitted by December 1. Failure to meet this deadline will necessitate postponement of graduation. An abstract of not more than 350 words must be included with each copy of the final form of the dissertation. The originals must be laser printed on paper that is 20-lb. stock, at least 25 percent cotton, and acid-free. Continuous-feed paper or perforated paper is not acceptable.

Dissertation Form
The dissertation must conform to the standards outlined in the latest edition of A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian, and the latest edition of the “Supplement to Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations,” produced by the faculty of Dallas Seminary. The supplement is available for purchase in the Dallas Seminary Book Center and is also available online. For items not addressed by Turabian or the supplement one should consult the latest edition of The Chicago Manual of Style.

The dissertation should be at least 50,000 words but must not exceed 75,000 words including footnotes (i.e., 200–300 pages not including bibliography).

All foreign language materials should be typed in their native scripts with the appropriate diacritical and accent marks. Any exceptions must be approved by the Ph.D. Studies Committee. A bibliographic database is to be used in the preparation of all Ph.D. dissertations.

Grading
The dissertation committee will assign two grades. One grade is for the dissertation, evaluating the research process as well as the final content and form of the dissertation. The second grade is for the oral defense of the dissertation. If the candidate receives an unsatisfactory grade on either the dissertation or the oral defense, the student may, at the discretion of the dissertation committee, be given an opportunity to revise the dissertation and/or retake the oral defense, which may necessitate postponement of graduation. If the dissertation readers cannot agree on the acceptability of the dissertation, the Ph.D. Studies Committee will decide the course of action to be taken.

Filing
Both the filing fee (see the Financial Information section of the current Seminary Catalog) and the final draft of the dissertation as stipulated above must be presented to the Ph.D. Studies Office.

Publication of the Dissertation
Upon acceptance of the dissertation for completion of the Ph.D. degree, the dissertation must be published in order to make it available to the broader scholarly community. This requirement is achieved through University Microfilms International in Ann Arbor, Michigan. Instructions on how to proceed with this requirement are available from the Ph.D. Studies Office. In addition to publication of the dissertation through University Microfilms students may also choose to publish their dissertation through some other medium. While the Seminary recognizes that the dissertation is the property of the student, it is expected that upon its publication notice will be given that the original copy of the material was submitted to Dallas Theological Seminary as a Ph.D. dissertation. Notice also should be given as to whether the material that was originally submitted as a dissertation has been revised and, if so, to what extent.
Role of the Dissertation Committee

**Dissertation Committee**

On recommendation of a student’s department coordinator and approval by the Ph.D. Studies Committee, a dissertation committee will be appointed to advise and evaluate the student with respect to an approved dissertation topic. This committee consists of an adviser and first reader, a second reader, and a third reader.

The first and second readers will be appointed from the resident faculty of the student’s major department. The third reader may be either internal or external to the Seminary faculty. Only faculty who hold an appropriate terminal research degree (e.g., Ph.D., Th.D., D.Phil.) and who have the rank of associate professor or above are authorized to serve as advisers of doctoral dissertations.

The appointment of such a committee does not guarantee the successful completion of a dissertation. The sole responsibility for choosing, researching, and writing the dissertation remains that of the student. The student must take the initiative at each step of the process. The function of the dissertation committee is to respond to student initiative with advice and evaluation.

**Adviser**

The adviser is the first reader of a dissertation and is charged with the primary task of supervising and directing the dissertation. The adviser offers guidance in the process of research and writing through regular conferences with the student in order to review the student’s progress and provide appropriate help. The adviser’s role begins with his convening the dissertation committee to discuss with the student the dissertation topic prior to the preparation of the syllabus. This role continues during the process of syllabus research and preparation. The student reports to the adviser on the progress of his or her research on the dissertation topic and consults with the adviser on the organization, structure, and statement of the dissertation’s proposition. Once the student has researched his or her dissertation topic and has discussed the general content of the dissertation with the adviser, he or she should prepare the syllabus (including bibliography) and present it to the Ph.D. Studies Office for approval. The adviser will convene a meeting of the dissertation committee with the student to discuss the syllabus and the status of the dissertation. The adviser may require the student to do further research or to revise the syllabus before convening a meeting of the dissertation committee.

After the syllabus has been approved, the student will submit to the Ph.D. Studies Office chapters of the dissertation as they are completed. The adviser will provide a written assessment of all aspects of the dissertation, including research, structure, argument, and style. The adviser may consult with other committee members through this process. However, the adviser will not pass on unevaluated portions of the dissertation to the other readers, thereby delegating his own responsibilities to them. The adviser will assist the student in understanding and implementing suggestions found in the written evaluations of the other two readers.

If the readers find the dissertation acceptable, the adviser will notify the Ph.D. Studies Office to arrange for an oral defense of the dissertation. If the readers find the written dissertation unacceptable, the adviser will inform the student regarding the revision of the work. The adviser is under no obligation to edit work that has been carelessly prepared with inattention to detail. Such work may be returned unread to the
student for a rewrite and resubmission. If necessary, the adviser may convene a meeting of the dissertation committee to discuss the status of the dissertation.

Second and Third Readers
The second and third readers are responsible for participating in meetings of the dissertation committee that are convened to discuss the dissertation topic, the syllabus, the written dissertation, and the oral defense of the dissertation. They should provide professional evaluation and suggestions related to the overall direction, research, content, and method of the dissertation. They should also be available to consult with the adviser and to participate in any other meetings of the dissertation committee that are called at the discretion of the adviser. Each reader is required to read and evaluate the syllabus before meeting with the student in committee. A total of one month will be allowed for this reading.

If one of the readers is external to the institution, his or her presence may not be required at the committee meeting, in which case he or she should provide a written evaluation to the adviser. Each reader is required to read and evaluate the entire written dissertation after it has been formally submitted. Normally a reader has two weeks to complete his or her evaluation. This evaluation covers all aspects of the work: structure, argument, supporting research, and style. However, the second and third readers are not expected to edit the work or undertake the role of advising the student. Rather, the second and third readers should submit to the adviser a one- or two-page statement on the acceptability of the dissertation, with areas of needed improvement elucidated. If the dissertation is acceptable, the readers will then prepare to meet in committee for the oral defense of the dissertation. However, it should be noted that the readers are under no obligation to accept a work that is poorly written, poorly argued, or weak in supporting research.

Conflict Resolution
At any time during the dissertation process up to the submission of the written dissertation to the Ph.D. Studies Office, a student may request that his or her adviser convene a meeting of the dissertation committee to discuss some aspect of the work. The adviser will decide whether such a meeting should be called. If a student is dissatisfied with the direction of the dissertation process, he or she may request a meeting with the department coordinator of his or her doctoral program to reconcile the problem by choosing a different dissertation topic, selecting a different adviser; or reconstituting the dissertation committee. Topic, adviser, or committee changes must be approved by the Ph.D. Studies Committee. The department coordinator will seek to resolve the problem in the best interests of the student and of the institution. At the discretion of the department coordinator or the student, the matter may be appealed for a hearing by the Ph.D. Studies Committee, whose decision will be final.
GENERAL ACADEMIC REGULATIONS

REGISTRATION AND COURSE WITHDRAWALS

Registration
Official registration for courses is required before admission to classes. Course changes may be made for a period of one week following registration by proper application to the registrar; however, a fee is charged for each transaction. For financial penalties incurred for dropping courses the student should refer to the section on financial information in the current Seminary Catalog. Courses begun later than the beginning of the first week of the semester cannot be credited without approval of the registrar and the Ph.D. Studies Committee.

Auditing
A course may be audited only by students who officially have registered to audit the course. A student is not permitted to "sit in" on classes without registering as an auditor. Audits are not allowed in courses that the student will take later for credit, nor are they allowed in courses in which the professor does not permit audits. For audit fees, see the Financial Information section of the current Seminary Catalog.

Course Withdrawals
A student may withdraw from a course without academic penalty up to the ninth week of the semester. See the current Student Handbook for further details. The student should consult the Summer School section of the current Seminary Catalog for deadlines that apply to Summer School courses.

LEAVE OF ABSENCE
Any student who needs a leave of absence must notify the registrar by completing the appropriate form, which is available in the Registrar’s Office. The leave of absence must be approved by the Ph.D. Studies Committee only if it extends the student’s program beyond the eight-year limit. A leave of absence does not stop the clock on the eight-year time limit for completing Stage 2 of the program.

WITHDRAWAL FROM SEMINARY
Any student desiring to withdraw from the Ph.D. program must notify the Registrar’s Office by completing the appropriate form, which is available in the Registrar’s Office. After appropriate notification, a student may be withdrawn from the program by the Ph.D. Studies Committee for the following reasons: (1) not passing a modern language exam after three attempts, (2) not being active for one year during the course work phase of the program, (3) not successfully completing the written and oral comprehensive exams after two attempts, (4) not completing the entire program within the eight-year time limit, (5) being subject to unresolved academic or disciplinary probation as described in the Student Handbook, and (6) having delinquent continuation fees.

PLAGIARISM
Plagiarism occurs in research whenever a writer appropriates material that is outside the pale of common knowledge from any source not his own without indicating his or her indebtedness to that source. The theft may have to do with substance (i.e., ideas or information taken from a source without acknowledgment in the form of footnote documentation), or it may have to do with verbal expression (i.e., wording or phraseology taken from a source without acknowledgment in the form of footnote documentation and quotation marks around the quoted material). In either of these forms plagiarism constitutes a serious academic and ethical impropriety. For this reason any work submitted in the Ph.D. program that gives evidence of plagiarism, whether committed deliberately or naively, will
receive a grade of zero and the student will fail the course. In each case the dean of students and the director of Ph.D. Studies will be notified. Depending on the circumstances, the student may also be subject to additional disciplinary action.

**APPEALS**

Any appeal of a decision rendered by the Ph.D. Studies Committee must be made in writing to the director of Ph.D. Studies within 10 calendar days of written notification of the committee’s decision. The director of Ph.D. Studies will present the appeal to the Ph.D. Studies Committee for their consideration. Once the Ph.D. Studies Committee has rendered its decision regarding an appeal, any further appeal of their decision must be made in writing to the academic dean within 10 calendar days of written notification of the decision of the Ph.D. Studies Committee. Once the academic dean has rendered a decision regarding an appeal, any appeal of the dean’s decision must be made in writing to the president of the Seminary within 10 calendar days of written notification of the dean’s decision. The decision of the president regarding the appeal will be final.
GRADING SYSTEM

Grades
A minimum grade of B– (86%) must be received in every course credited toward graduation and also on the doctoral dissertation. No course in the doctoral program may be retaken except a required course that is failed.

Grade Symbols
A = Work of exceptional quality
B = Work of commendable quality
C = Not acceptable for credit toward the Ph.D. degree, but the grade will be recorded on the student's transcript and averaged into the grade point average.
D = Not acceptable for credit toward the Ph.D. degree, but the grade will be recorded on the student's transcript and averaged into the grade point average.
F = Failure to do passing work with no credit given, but the grade will be recorded on the student's transcript and averaged into the grade point average.
IP = In progress
NC = No credit
NR = Not recorded
W = Withdrew
WP = Withdrew passing
WF = Withdrew failing

Grade Point System
Grade points are determined on the basis of hours passed according to the following scale. The percentage ranges are given as guidelines that the course professor has the freedom to modify.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>A+</td>
<td>99–100</td>
<td>4.0</td>
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<tr>
<td>A</td>
<td>96–98</td>
<td>4.0</td>
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<tr>
<td>A–</td>
<td>94–95</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>91–93</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>88–90</td>
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<td>83–85</td>
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<td>C</td>
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</table>

Grade Reports
Students receive a grade report from the Registrar’s Office after each semester. Individual professors may also notify students of their course grades at the end of each semester.

Grade Changes
If a student thinks that the final semester grade in a given course is not equitable, he or she should consult with the professor of the course. If not satisfied, the student may then appeal to the academic dean by filing a written statement of the particulars in the case. The academic dean will confer with the professor involved and seek a satisfactory resolution to the problem. If the problem cannot be resolved in this manner, the dean may make a decision on the matter, or at his discretion he may refer it to the Ph.D. Studies Committee for a ruling. No grade will be changed after one year has elapsed from the end of the semester or summer term in which the grade was recorded.

Student Records
For information regarding the release of student records see the Student Handbook.
**INCOMPLETE COURSES**

**Extension Procedure**
The Seminary does not permit course extensions except in unforeseen, extenuating circumstances. All courses should be completed within the semester in which they are taken. Requests for course extensions must be made on the form available in the Registrar’s Office before the end of the semester. All course extensions (including independent studies) in the Ph.D. program must be completed within a maximum of 30 days. An extension beyond 30 days requires the approval of the Ph.D. Studies Committee.

**Extension Fee**
A $20 fee is charged for each course extension.

**INDEPENDENT STUDY COURSES**

**Procedure**
An independent study course may be taken in original research in a particular department and with the guidance of a professor. A student may not receive credit for more than eight semester hours of independent study without departmental recommendation and approval of the Ph.D. Studies Committee. Registration for independent study courses must be completed before the beginning of the semester or summer term. Students must return the independent study approval form to the Registrar’s Office with the signed approval of the supervising professor and the department chair before registration closes.

A course cannot be taken by independent study during the same year that it is offered as a regular course in a fall or spring semester.

**General Requirements**
The following general requirements normally apply to independent study courses at the doctoral level.

- **For one hour** 80 hours of research, including preparation of a research project.
- **For two hours** 160 hours of research, including preparation of a research project.
- **For three hours** 240 hours of research, including preparation of a research project.
- **For four hours** 320 hours of research, including preparation of a research project.

Normally a paper of suitable substance, style, and length for submission to a professional, peer-reviewed journal is required. The stipulated hours are the cumulative total for research time and writing process.

**Completion Requirement**
The completion of independent study courses must conform to the rules stated under Incomplete Courses above. Exceptions to this requirement will be made for extenuating circumstances only and must have the approval of the supervising professor and the Ph.D. Studies Committee.

**DISSERTATION AND CONTINUATION COURSES**

Upon admission to candidacy Ph.D. students must register for their dissertation research as a doctoral course. Those who gain candidate status in the fall semester will register for the dissertation course the following spring semester; and those who gain candidate status in the spring semester will do so the following fall semester. Registration for the dissertation course will be effective for one academic year and will be billed as a three-hour course. This course will be assigned a grade. Students who are unable to complete the dissertation in one academic year will be required to register for a one semester hour dissertation.
continuation course each fall and each spring until they graduate. No grade will be assigned to the continuation course. Full tuition will be paid for these courses.

**GRADUATION REQUIREMENTS**

A candidate in the Ph.D. program must have qualified for Stage 2 in the program and must have completed 35 semester hours of course work by the end of Stage 2. He or she must also have a 3.2 minimum grade point average in all course work, must have satisfactorily completed the dissertation along with any other requirements that may have been assigned, and must have paid the graduation fee. See the Financial Information section of the current Seminary Catalog.

The completion of academic requirements does not automatically qualify the student for the degree. He or she must show evidence to the satisfaction of the faculty of proven Christian character, ability and acceptability in Christian ministry, and adherence to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

In addition, the degree will not be awarded, transcripts issued, or placement assistance provided unless all financial obligations to the Seminary and/or the student loan program are paid in full or the payments are current.
BUSINESS INFORMATION

ACADEMIC FINANCIAL POLICIES

Fees and Refunds
The student should consult the Financial Information section of the current Seminary Catalog for current information on fees and refunds.

Tuition and Fees
Students are encouraged to pay all charges in full each semester. If this is not possible, students may contact the Financial Aid Office for information on scholarships and/or loan programs that are available for both the fall and spring semesters.

Tuition Management Systems (TMS) Payment Plan
Dallas Seminary wants to help students budget for the cost of their education, limit borrowing, and conserve savings by offering them the Interest-free Monthly Payment Option. This special option allows students to spread educational expenses over the academic year in equal, interest-free monthly payments. Tuition Management Systems administers the Interest-free Monthly Payment Option for Dallas Seminary. The enrollment fee is $40 per semester or $55 per year. Students can use this program to pay for tuition, room and board, books, and fees. During the fall registration period, students may select a payment plan for either a 5- or 10-month period. Students should estimate expenses for the entire year when calculating the payment amount needed. The first monthly payment for the fall, along with the enrollment fee, is due at the time of enrollment. For those who take out a plan in the spring, the first payment is due on January 15. All subsequent payments are due on the fifteenth of each month. Accounts are considered past due 10 days after that date. In addition to the monthly payment, a late fee of $15 will be assessed. If for any reason a student is delinquent (over 10 days past due) on any payment of his or her TMS Payment Plan, that student will be dropped from classes. Students with a record of multiple delinquencies on previous plans are not eligible to participate in the TMS program.

General Deposit
A general deposit of $150 is paid by each student before enrollment. This deposit will be retained as a registration deposit throughout the student’s period of study at Dallas Seminary and, unless forfeited, will become the payment of the graduation fee for students completing a degree program. Non-graduating students who withdraw from the Seminary (including those obtaining an approved leave of absence) will forfeit this deposit unless the Registrar’s Office receives written notice of withdrawal or leave of absence no later than two weeks after the fall or spring semester begins. A $75 severance fee will be charged for each withdrawal and is normally deducted from the $150 general deposit. If a student forfeits the deposit, no additional severance fee will be charged.

Continuation Fee
Students who are unable to complete the dissertation within the one year allotted for the three-hour dissertation course will be required to register for a one-hour dissertation continuation course each fall and spring semester until they graduate. Full tuition will be paid for the continuation course.

Course Drops and Withdrawal
Whether the student is withdrawing from Seminary or dropping one or more courses for the fall or spring semester, courses dropped before designated deadlines receive the grades and refunds indicated in the schedule (p. 30). For Summer School tuition refunds, see the Summer School section of the current
Student Handbook for the appropriate refund chart. See chart above for details.

**General Fee**
A nonrefundable general fee is charged each semester. This fee includes a subscription to *Bibliotheca Sacra*, library usage fee, Student Council allotment, parking sticker, and certain other benefits.

**Filing Fee**
A filing fee must be paid at the time the completed dissertation is submitted.

If a student wants additional personal copies to be bound, he or she must provide them at the time of submission. An additional fee will be charged for binding personal copies and is payable at the time the student files the final draft.

**Graduation Fee**
The graduation fee will have already been paid by the student in the form of the General Deposit (see above), unless this deposit was forfeited according to the policies stated in this handbook.
Miscellaneous

**Health Insurance**
The Seminary requires each full-time student to carry adequate personal and family health insurance during his or her time of study at the Seminary. At matriculation each new student is given an opportunity to purchase health insurance at group rates if he or she is not already carrying such insurance.

**Foreign Currency**
The Seminary does not accept checks or currency from foreign countries. Such funds should be converted to United States currency at a bank.

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**GENERAL POLICIES**

**Residence Hall Policies**

**Advance Deposit**
An advance deposit is required to reserve a room in a Dallas Seminary residence hall. This deposit is carried over from year to year as long as a student is an occupant of the residence hall, and it is refundable provided there is no room damage beyond that of reasonable wear and tear. In cases of canceled enrollment or withdrawal, deposits are not refundable unless notice of such reaches the Housing department in writing by August 1 for fall enrollment or by December 1 for spring.
enrollment. Once a student has checked into a residence hall room, no rent for a current semester will be refunded.

**Furnishings**
Each residence hall room has a desk with built-in light, a desk chair, one or two bookcases, a dresser, a twin bed, and one lounge chair. Residents are to provide their own pillows, bath towels, and other linens.

**Keys**
A front door and a room key are issued to each student. Students who fail to return their keys to the Housing department at the end of the year or whenever they terminate their use of Seminary rooms will be charged a replacement fee per key. No student is permitted to make duplicates of any Seminary key. All keys must be cleared through the Housing department, and in no case is a student to deliver keys directly to the new occupant of a given room.

**Appliances**
The use of coffee makers, toasters, heaters, hot plates, irons, and similar appliances is prohibited in all individual rooms. Vending machines, microwave ovens, and refrigerators are located in each residence hall for student use.

**Dining Commons Policies**
All students occupying Seminary residence halls take their meals in the Seminary dining room and must pay the board charge in full. No reduction will be made for meals missed. The Seminary is not equipped to serve special diets; students requiring such service will need to seek lodging and meals off campus.

A schedule of meal service and dining room regulations is posted at various places on campus. No meals are served on Sundays or during the Thanksgiving, Christmas, and spring recesses. Charges do not include these time periods. Quoted meal rates depend on costs and labor and are subject to change without advance notice.

The meal program operates with a declining balance account that allows the resident to use meal funds throughout the day. All meals are served à la carte.

**Swiss Tower Apartments**
In the summer of 2002 construction was completed on Swiss Tower. This 10-story complex contains 159 units of 139 one-bedroom and 20 two-bedroom apartaments.

**Apartment Descriptions**
Swiss Tower is a gated community with electronic entry to both the building and
the parking lot. All apartments are located along interior corridors and furnishings include refrigerators, stoves, dishwashers, built-in bookshelves, and linen and coat closets. There is a community room and children’s playroom located on the first floor as well as a courtyard with porch, lawn area, gas grills, adult swimming pool, and fenced wading pool.

The one-bedroom apartments are 781 square feet with the following dimensions:
- living/dining room — 11'6" x 16'8"
- bedroom — 11' x 12' with a walk-in closet
- study — 9' x 11'9", which is large enough to be a child’s room

The two-bedroom apartments do not have a study and are 942 square feet with the following dimensions:
- living/dining room — 12' x 16'4"
- one bedroom — 11' x 12' with a walk-in closet
- second bedroom — 11'8" x 11' with a wide closet

Terms and Conditions
This complex is for married students, with or without small children, and single women. All residents must be Dallas Seminary students taking a minimum of six credit hours per semester (not required in summer) or Ph.D. students making reasonable progress in their studies. The lease period is for 12 months and will be renewable annually in May. Specific amendments will be available for those graduating in August or in December.

Waiting List
The waiting list is consistently long. Newly admitted students should therefore not depend solely upon occupying a campus apartment during their first year at Seminary and should explore off-campus options for backup living arrangements. Please contact the Housing Office for information about off-campus opportunities.

Laundry Facilities
Laundry facilities are located on each floor in the building.

Parking
One assigned parking space is allotted per bedroom. One-bedroom apartments are allotted only one parking space because the study does not count as a bedroom even though it can be used as one. Two-bedroom apartments are allotted two parking spaces.
CHECKLIST

The appropriate Seminary office will notify the student as soon as the results of the qualifying examinations are available. The letters “DTS” below refer to students currently enrolled at Dallas Theological Seminary who are making application to the Ph.D. program.

ADMISSION PROCESS

Stage 1 (if necessary)
- Application form
- Personality Inventory
- Approval by the Ph.D. Studies Committee
- Period of course work

Stage 2
- Application form
- Personality Inventory
- Interview with the department coordinator (DTS)
- Interview with the director of Ph.D. Studies (DTS)
- Preliminary approval by the Ph.D. Studies Committee
- Written qualifying exam (by third Monday of February or October)
- Oral qualifying exam (by third Monday of March or November)
- Approval by the Ph.D. Studies Committee

PERIOD OF COURSE WORK

- First language exam (must be passed before the second semester of course work)
  - French
  - German
- Second language exam (must be passed before the fourth semester of course work)
  - French
  - German
- Meet with the department coordinator for discussion of dissertation topic
- Meet with a Turpin Library staff consultant for discussion of dissertation topic proposal
- Dissertation topic approval by the Ph.D. Studies Committee

POSTCOURSE WORK

- Notify Ph.D. Studies Office of intention to take the written comprehensive exams (at least two weeks in advance)
- Written comprehensive exams (begin any time after September 1 and complete within 15 calendar days before March 15)
- Oral comprehensive exam (within 15 days of completion of written exams)
- Submit application for admission to candidacy to the Registrar’s Office
DALLAS THEOLOGICAL SEMINARY

DISSERTATION AND GRADUATION

All submissions of dissertation material must be registered with the Ph.D. Studies Office. The dates within the following parentheses indicate the dates of submissions in relation to graduation—the first date is for May graduation, the second is for August graduation, and the third is for December graduation.

- Register for the dissertation course
- File the syllabus
- Meet with the dissertation committee
- Submit the first two chapters (September 15, January 1, or May 1)
- Submit the entire first draft (December 1, March 15, or July 15)
- Meet with the dissertation committee for the oral defense of the dissertation (on or before February 1, May 15, or September 15)
- Submit the preliminary final draft (March 15, July 1, or November 1)
- Submit the final draft (April 15, August 1, or December 1) and pay the filing fee at the Ph.D. Studies Office
- Publish the dissertation through University Microfilms International