



DOCTOR OF EDUCATION HANDBOOK

2022-2023

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THE MISSION OF DALLAS THEOLOGICAL SEMINARY

The mission of Dallas Theological Seminary as a professional, graduate-level institution is to glorify God by equipping godly servant-leaders for the proclamation of His Word and the building up of the body of Christ worldwide.

OUR DOCTRINAL STATEMENT

While our faculty and board annually affirm their agreement with the full doctrinal statement, students need only agree with these seven essentials:

- 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
- the physical return of Christ
- the authority and inerrancy of Scripture

EDUCATIONAL CORE VALUES

THE BIBLE

DTS values all sixty-six books of the Bible as the inspired, inerrant, and authoritative Word of God, and its accurate interpretation and appropriate application.

THEOLOGY

DTS values theology supported by Scripture, consistent with the orthodox, protestant, evangelical faith and the seminary's doctrinal convictions, lived out in a variety of cultural contexts.

COMMUNICATION

DTS values contextualized, effective communication of biblical and theological truth by a variety of means for personal and corporate transformation.

CHRISTIAN SPIRITUALITY

DTS values growing, Spirit-empowered, personal relationships with the triune God in the context of Christian community, resulting in increasing Christlikeness and love for God and others.

CHRISTIAN LEADERSHIP

DTS values Christlike leadership that equips others and emphasizes humility with sacrificial service.

CULTURAL ENGAGEMENT

DTS values relationships with diverse individuals, cultures, and ideas that result in acts of evangelism, dialogue, application, and service that are biblical, courageous, and compassionate.

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: 404-469-4501) 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 (10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1110; telephone: 412-788-6505).

DOCTOR OF EDUCATION

PURPOSE AND FOCUS

The **Doctor of Education (EdD)** degree at DTS is designed to equip Christian educators who are currently in or plan to pursue administrative leadership roles in higher education or K-12 educational institutions. The program seeks to instill the leadership, communication, writing, and research assessment skills necessary to positively impact the learning results and experiences of the students these educators serve.

The EdD program differs from the PhD, DMin, and DEdMin programs at DTS. The PhD degree is designed primarily to equip students to engage in scholarly research and teaching. The DMin and DEdMin programs focus on advanced training in the practice of biblically and theologically oriented ministry in the context of the local church and parachurch ministry settings.

DTS PHD	Higher Education	Scholar / Teacher <i>(Bible, Theology, Greek, Hebrew Instruction)</i>
DTS EDD	K-12 / Higher Education	Educational Leadership <i>(Some Education or Leadership Instruction)</i>
DTS DEDMIN	Church / Parachurch	Educational Ministries
DTS DMIN	Church / Parachurch	Pastoral Ministries

EDUCATIONAL GOALS

Students in the EdD program will be able to:

- manifest a maturing and Spirit-filled character
- integrate a biblical and theological framework with educational theories and practices related to academic leadership, teaching, and student development
- demonstrate competent leadership skills in personal and organizational team development and administrative practices, with an awareness of the internal and external influences on the given educational setting
- conduct biblically and theologically sound research in the social sciences that provides contextualized solutions leading to improved educational practices and results
- demonstrate competent writing skills suitable for academic publication and communication with stakeholders in their given academic setting
- establish a plan for ongoing personal, spiritual, and professional development

ADMISSION REQUIREMENTS

The EdD program admits people who show evidence that they (1) are born again, (2) are of proven Christian character, (3) are endowed with appropriate spiritual gifts, and (4) adhere to the following doctrines: 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 grace alone through faith alone in Christ alone, the physical return of Christ, and the authority and inerrancy of Scripture.

In addition, the following prerequisites apply to EdD applicants. All applicants must

- give evidence of growth and competence in educational skills and leadership
- be involved in ongoing educational instruction or leadership in an academic setting
- have an academic record that demonstrates superior ability and shows promise of success in doctoral studies
- hold a Dallas Theological Seminary Master of Arts in Christian Education (MACE) or its equivalent, Master of Divinity (MDiv), Master of Theology (ThM), or a 30-hour Master of Arts (MA) in education or similar degree, plus leveling courses as necessary to provide DTS MACE equivalence

Courses needed to meet the DTS MACE equivalence requirements must cover the breadth and scope of DTS's curriculum and commitment to Scripture, as prescribed by the EdD office and the Registrar's office. Courses required for MACE equivalence may be

earned at DTS or its extension sites, or through external studies programs or other accredited institutions. For more information on MACE equivalence, please contact the Doctor of Education office or the Registrar's office.

Prospective EdD students may apply for admission at any time. The priority deadline for summer or fall classes is March 1, and for winter or spring classes September 1. Further details about admission requirements and procedures are available from the Admissions office or on the DTS website.

ENTRANCE INTERVIEW AND ACCEPTANCE

Once all application materials are received, each incoming applicant's application will be reviewed by the EdD director and then read by two seminary professors. If the necessary requirements appear to be in order, then these three individuals will interview the prospective student in person or by video conference. The purpose of the interview is to become acquainted with applicant, orient the applicant to the program, and answer questions they may have. The applicant's plan for study and research will also be discussed. The application will then be forwarded to the EdD committee for final decision.

All entering students will receive electronic communication from the Admissions and Registrar's offices with login information for the online portals. Additional guidance for registration will be emailed to the EdD student before the opening date of EdD registration each term. The student is responsible to review this guidance to become familiar with the program.

The entering student must carefully read this Doctor of Education Handbook, which contains information essential to understanding the program. The entering student must also carefully read all the materials pertaining to the EdD program in the current seminary catalog available online, including its purpose, goals, requirements, course descriptions, and financial information.

EDUCATIONAL LEADERSHIP EMPHASIS

The Doctor of Education is designed to prepare Christian educators who are currently in or plan to pursue leadership roles in academic educational settings. Students learn to integrate a biblical and theological framework with educational theories and practices related to academic leadership, teaching, and student development.

The DTS EdD program provides advanced training that develops perspective and competent leadership skills in personal and organizational team development. Special emphasis is also given to developing competent writing and communication skills that inform and impact others.

EDD PROGRAM OVERVIEW

The Doctor of Education program generally follows a standard model in which students, in consultation with their adviser, design and customize their degree plan around individual professional needs and goals. Beyond the basic required courses, students are free to select from a variety of elective courses designed to deepen knowledge and understanding in multiple aspects of educational leadership.

The EdD program requires 48 semester hours of coursework (which includes 39 hours of prescribed and elective courses and nine hours of dissertation research and writing). Between the required coursework and the dissertation project, students will sit for a written and oral comprehensive exam. This exam will touch on the major knowledge components of the program's coursework. The entire program normally requires three or four years of study. All courses follow the typical fall, spring, summer schedule. Select courses may at times be offered during the Winter Intercession.

HOW THE EdD IS ORGANIZED

Required Core	Electives	Required Research
ED7100 Orientation		DE7102 Research Seminar*
ED7105 History & Phil. of Educ.		DE7901 Reading/Design
ED7110 Faith Integration Admin. & Leadership	12 Hours Your choice	DE7103 Research Project
ED7115 Instruc. & Learning Theories		ED7240 Research Development
ED7120 Admin. & Leadership Faith Integration		ED7250 Dissertation
Total: 16 hours	Total: 12 hours	Total: 20 hours

TOTAL PROGRAM HOURS: 48

All work leading to the Doctor of Education degree must be completed in no less than three and no more than six years from the time of matriculation. A minimum grade of B- must be received in every course credited toward graduation as well as the dissertation research project.

TRANSFER OF CREDIT

Transfer of credit for the EdD degree may not exceed 10 credit hours. Doctoral-level credit completed at another accredited institution may be applied toward the EdD degree if those hours constitute equivalent work and if approved by the registrar. Normally only courses taken after receiving an MA, MDiv, ThM, STM, or equivalent degree can be credited toward the EdD degree.

Requests for transfer of credit should be directed to the director of EdD studies. Plans to take other courses for transfer credit must be approved by the EdD committee before taking the course.

COMPREHENSIVE EXAMS

At the end of their coursework, students will participate in written and oral comprehensive exams. ~~These will be conducted in one day.~~ The written and oral exams will cover major content themes from core classes. Students will receive guidelines for preparation for these exams. Students must pass their comprehensive exams to be admitted to candidacy and register for dissertation credit in ED7250.

ADMISSION TO CANDIDACY REQUIREMENTS

Students may be admitted to candidacy for the EdD degree by action of the EdD committee only after these requirements have been met:

- 1) completion of all coursework leading to the degree
- 2) passing comprehensive exams
- 3) demonstrating evidence of proven Christian character
- 4) demonstrating effectiveness of educational and ministry work
- 5) affirming adherence to the following doctrines: 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 grace alone through faith alone in Christ alone, the physical return of Christ, and the authority and inerrancy of Scripture.

DISSERTATION PROJECT REQUIREMENTS

The dissertation is the student's major research project in the degree program. It must be approved by the student's advisor and the EdD Committee. It should be meaningful to the student's interests, and it must be practical in its application so that it can contribute to the field of education. The project normally should deal with some aspect of education related to instruction, communication, administration, student development, or program leadership. The length is to be appropriate for the subject as judged by the student's committee.

GRADUATION REQUIREMENTS

Candidates for the EdD degree must have completed 39 hours of course work and nine hours of dissertation work, along with any other requirements that may have been assigned. Completion of the minimum requirements does not automatically qualify a student for the degree. To the satisfaction of the faculty, the candidate must show evidence of proven Christian character, ability and acceptability in the education profession and Christian

ministry, and adherence to the doctrines stated in the previous Admission to Candidacy section.

Diplomas will not be awarded, transcripts issued, or placement assistance provided unless all financial obligations to the seminary are current.

FEATURES OF THE DOCTOR OF EDUCATION PROGRAM

All courses are scheduled in a normal fall, spring, summer format. Some courses may be slated for the Winter Intercession or one-week summer intensive. Courses are designed to work around a student's typical work schedule. Courses will be scheduled for one night a week or may be offered in a hybrid format on a Friday evening and all-day Saturday format over a number of weekends during the given term. Students are encouraged to attend classes in person, but a remote synchronous option is available for those who live outside the DFW Metroplex.

RESIDENCY HOUSING OPTIONS

When traveling to the DFW area for winter or summer one-week intensive courses, students are responsible to find their own housing or hotel accommodations during their course sessions. On-campus housing may be limited.

ON-CAMPUS HOUSING OPTION

On-campus housing is limited and contingent on availability of sublease options. Contacting the Dallas Seminary Housing office for current information is recommended.

Dallas Theological Seminary

Housing Office

3909 Swiss Ave.

Dallas, TX 75204

Phone: 214-887-5210 or 1-800-DTS-WORD

www.dts.edu/housing

ACADEMIC POLICIES AND PROCEDURES REGISTRATION

Registration for courses must be completed online during the normal registration period, to avoid late registration fees. Regular registration for summer classes is open from March 1 to April 1. Fall registration is open from March 1 to July 1. Winter and spring registration is open from October 1 to November 1. Course descriptions (both required and elective) are provided in the DTS Academic Catalog. Course offerings vary each term. Students will receive an extended schedule of course offerings, to aid in planning their course scheduling. If regular registration has been

completed but no payment has been received by the deadline, then the student will be charged a late fee. Late fees will also be incurred if registering for classes after the normal registration period. Registration after the normal period will also need to be done through the EdD office.

Courses that do not make will be canceled; enrollees will be contacted regarding this decision. If this happens, students have three options: (1) drop the course and take it the next time it is offered; (2) drop the course and switch enrollment to another course; or (3) with the professor's permission, convert the present course to an independent study without a regular class meeting time. If the student chooses to drop the course and not enroll in a replacement course, tuition will be held in their account and applied to the next course or refunded upon request. Students should contact the Business office for refunds.

INDEPENDENT STUDY COURSES

Students taking an independent study (ED7901) cannot register online themselves but must complete a Doctor of Education Independent Study form and return it to the EdD office. Forms must be completed by the student in consultation with the professor who agrees to supervise the study. The form must include the content description and assignments for the course. Both the student and professor must sign the form with a physical or electronic signature. The form should then be sent to the EdD office for approval by the EdD director. Once approved, the Registrar's office will be notified to register the student for the independent study. Payment for the course is made when the course appears on the student's online account and must be paid before the deadline, to avoid a late fee. When the course is completed, the professor will post the grade for the course.

WITHDRAWALS

See the DTS Student Handbook (<https://students.dts.edu/studentlife/handbook/>) for course withdrawal and refund policies, which differ based on course schedules. In the case of independent study courses, students should contact the Registrar's office for withdrawal and refund policies.

LEAVE OF ABSENCE

Any Doctor of Education student who needs a leave of absence (LOA) must make this request by email to the EdD office (edd@dts.edu). This email must include the following information: (1) an explanation of the circumstance necessitating the request, (2) a request for the start and end dates of the LOA, and (3) the student's name and ID number. All LOAs must be approved by the EdD committee. An LOA does not stop the clock on the six-year program limit. Normally, an LOA is for a maximum of one year. ~~A student with extenuating circumstances may request a special extension beyond the one year LOA from the EdD committee.~~

COURSE EXTENSIONS

All courses should be completed within the term in which they are taken. Requests for course extensions must be made to the Registrar's office before the end of the term. Course extensions begin the last day of the course. A course extension should be requested only in extenuating circumstances. The following procedure applies:

1. The request is sent directly to the course instructor. If approved, the instructor will then forward the request to the director of the Doctor of Education program. The director will forward it to the Registrar's office, if approved. The email must include the following information:
 - (a) An explanation of the circumstances necessitating the request
 - (b) A brief synopsis of the incomplete work
 - (c) A request for a specific date of completion
 - (d) The student's ID number
 - (e) The course name and number
2. Short-term extensions should be less than thirty days. Long-term extensions are normally granted only for independent study courses and for no more than a six-month period. Long-term extensions require EdD committee approval.
3. The course extension fee is payable through the student's account.
4. After the Doctor of Education and Registrar's offices have approved a decision concerning the extension request, the student will receive an email from the Registrar's office.
5. Extended work must arrive before or on the extension deadline (the last day of the term) and be sent directly to the professor. The professor will complete a grade change form from "I" (incomplete) to a letter grade.

Questions about the extension procedure should be directed to the Registrar's office.

PROGRAM EXTENSIONS

At times, circumstances prevent a student from completing the EdD program in the allotted time. In this event, the student may petition the EdD committee for a one-year program extension by sending the director an email with details describing the reason for the request. The director will submit the request for a program extension to the EdD committee for consideration.

GRADING

The student must receive a minimum grade of B- (86%) in every course credited toward graduation and 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 excellent quality

B = Work of commendable quality

C = Not acceptable for credit toward the EdD 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 EdD 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. The grade will be recorded on the student's transcript and averaged into the grade-point average.

I = Incomplete

IP = In Progress

NC = No Credit

W = Withdrew

GRADE POINT SYSTEM

Grade points are determined based on hours passed according to the following scale.

A+ (99-100) 4.0

A (96-98) 4.0

A- (94-95) 3.7

B+ (91-93) 3.3

B (88-90) 3.0

B- (86-87) 2.7*

C+ (83-85) 2.3

C (80-82) 2.0

C- (78-79) 1.7

D+ (75-77) 1.3

D (72-74) 1.0

D- (70-71) 0.7

F (Below 70) 0.0

* B- is the minimum grade for a course credited toward a doctoral degree.

GRADE CHANGES

If a student thinks that the final grade in a given course is not equitable, they should discuss the matter 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 particular details 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, then the dean may decide on the matter; or, at his discretion, he may refer it to the EdD 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.

ACADEMIC DISHONESTY

Plagiarism or cheating usually involves an attempt to appear to have more knowledge or skill than one actually possesses, and as such it constitutes academic dishonesty. As an institution committed to academic fairness and integrity, Dallas Theological Seminary will grade all academic work in the fairest way possible to ensure that the work is in fact the student's own personal academic work.

PLAGIARISM

Plagiarism occurs in research whenever a writer appropriates material that falls outside the sphere of common knowledge and is from any source not the writer's own without indicating their indebtedness to that source. The theft may have to do with substance (ideas or information taken from a source without acknowledgment in the form of proper documentation) or it may have to do with verbal expression (wording or phrasing taken from a source without acknowledgment in the form of proper 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 that gives clear evidence of plagiarism, whether committed deliberately or naively, will receive a grade of zero. Each case will be reported to the Dean of Students. Depending on the circumstances, the student may be subject to additional disciplinary action.

CHEATING

Cheating involves dishonest or deceptive attempts to gain credit for academic work using notes, aids, or the help of other students in ways other than those expressly permitted by the instructor. Where clear evidence of cheating is determined, the assignment or exam in which the cheating occurred will receive a grade of zero. Each case will be reported to the Dean of Students. Depending on the circumstances, the student may be subject to additional disciplinary action.

STUDENT EXAM POLICY

Students are expected to complete all exams, including those that are not proctored, with honor and integrity. Professors may require students to agree to an integrity statement upon taking an exam. Violations of the integrity and honor code may be reported to the Dean of Students as determined by the professor.

LIBRARY

LIBRARY USAGE

The mission of Turpin Library is to provide all forms of recorded information in fields germane to the seminary's goal of preparing men and women for ministry as godly servant-leaders in the body of Christ worldwide, and to make such information available to the students, staff, faculty, and alumni of Dallas Theological Seminary. The following introduction describes basic library services; more complete documentation, including an outline of policies and library regulations, is available on the library's website (<http://library.dts.edu>).

DAYS AND HOURS OF OPERATION

During the normal academic year, the library is open more than eighty hours per week. Hours are shortened during the summer. A complete calendar is available on the library's website. Many library services are available whenever the building is open, but some special services are available only during normal business hours.

ACCESS TO ELECTRONIC RESOURCES

The library catalog and numerous databases and other online resources are available on campus and via the internet. Most of these resources require a personal login and password. Read about library IDs and PINs on the library's website (<http://library.dts.edu/>) or phone the library for help.

LOANS AND RENEWALS

The library allows registered users in good standing to borrow materials. Some materials, however, such as reference books and periodicals, are noncirculating and never leave the building. Borrowed materials must be properly recorded against the borrower's account before materials can be removed from the building. The main circulation desk is on the first floor of Turpin. Circulation staff members process all borrowing transactions, including course reserves. Students may borrow audiovisual materials at the Media Center desk. Renewals are regularly granted. Borrowers may renew items themselves via WORLDCAT, the library catalog. All borrowed items must be returned to the circulation desk on or before the date due. Regular books and other study items may be returned after-hours in the overnight

book drop near the main entrance. Reserve books are loaned for two hours during the day, or overnight. Course reserve materials should be returned directly to the circulation staff for immediate discharge, to avoid overdue fines. Borrowers with overdue materials are subject to fines. Long-overdue materials will be declared lost, and an invoice of charges will be sent to the borrower. See the library website for loan periods, renewal rules, and other details.

PLACING HOLDS

Students may use WORLDCAT to place holds on items that are on loan to another person. The library will notify students when an item has been returned so they may pick it up.

REFERENCE ASSISTANCE

Reference personnel with theological and bibliographic expertise are eager to help students use library resources and find information. They may recommend resources or teach students how to use those resources. This service is available anytime during normal business hours without advanced notice. However, students should make appointments if they require extensive help with a dissertation or other in-depth research.

MEDIA CENTER

Media staff members will help students use software and equipment in the Media Center. Students should make appointments for complex projects. Audiovisual equipment is available for rental. See the Media Center for a full list of current services.

TEXSHARE AND INTERLIBRARY LOAN

TexShare and ILL are ways of providing access to items the seminary does not own. The library can issue TexShare cards, which give students borrowing privileges at most Texas libraries. The library can also borrow items from other libraries, including most theological libraries.

DOCUMENT DELIVERY

The library will mail materials to faculty and students who live outside the DFW area. Within limits, reference staff will help nonresident students identify materials likely to meet their information needs. Ask about special services for extension students.

SERVICES FOR THE PHYSICALLY IMPAIRED

Physically impaired students may request assistance from any library employee. The library is ADA compliant.

CONTACT INFORMATION

Turpin Library, Dallas Theological Seminary

3909 Swiss Avenue

Dallas, Texas 75204

Phone: 214-887-5280

Fax: 214-887-5527

Email: library@dts.edu

Website: library.dts.edu

Upon completion of coursework, students will prepare for their comprehensive exams (“comps”). The comprehensive exam is a written exam designed to give students the opportunity to demonstrate working knowledge of the major themes of the core curriculum. ~~Students may also have the opportunity to connect elective subject matter to the questions posed in the comprehensive exam.~~ A date will be set for comprehensive exams each semester. Students will schedule their exam participation with the EdD office. Comprehensive exams must be passed before students are admitted to candidacy and enroll for dissertation credits.

THE DISSERTATION PROCESS

OVERVIEW

Doctor of Education studies culminate in the completion of a research project called a dissertation. The term “dissertation” refers to the actual written document. ~~The student’s dissertation will be evaluated by two faculty members: the first reader, who also serves as the adviser, and the second reader.~~ In consultation with the EdD committee, the director of Doctor of Education studies approves the ~~first and second readers based on the student’s topic and input.~~ The adviser assumes the responsibility to direct the entire project and serves as the “point person” with whom the student will have regular contact during the project. ~~The second reader provides input on the research methodology.~~

PROSPECTUS

Students will develop a preliminary plan for the research topic called a prospectus during the Research Development Seminar ED7240. This document is a summary (20 pages) of the first three chapters of the dissertation. This preliminary plan must be approved by the student’s adviser and second reader before proceeding. The prospectus is normally completed in conjunction with the timing of comprehensive exams.

REGISTRATION FOR THE DISSERTATION

Registration for ED7250 is done through the EdD office. Students will complete the ED7250 registration request form and submit it to the EdD office at edd@dts.edu. The EdD office will then complete the registration process for the student with the Registrar’s office. Normally, students are advised to register for ED7250 no sooner than one year before the anticipated graduation date.

If the dissertation is not completed within the first year after registering for ED7250, the student will automatically be registered for ED7260 and charged a one-credit hour dissertation continuation fee each fall and spring semester until the dissertation is completed.

PROPOSAL

Once admitted to candidacy, the student will request registration for ED7250, the dissertation. During the first semester of the dissertation, the prospectus that was developed in ED7240 will be expanded into a proposal (full draft) covering the first three chapters of the dissertation. Students will defend their proposal before a committee. The proposal must be successfully defended before data collection may begin.

GATHERING DATA

Upon successful defense of their proposal, students may begin collecting data as explained in their proposal. Approval from the Institutional Review Board (see below) must be granted before research and data collection may begin.

FINAL DEFENSE

After students have collected their data and finished writing about their findings in chapter 4 and implications in chapter 5, they will defend their dissertation findings and conclusions before the committee. If students pass this defense, they will have completed the requirements for the dissertation. The adviser and second reader will work with the student to determine when the dissertation is ready to be defended.

INSTITUTIONAL REVIEW BOARD (IRB)

As part of the research project, students will be required to ensure the protection of the rights of their research subjects. This is done through the Office of Institutional Research and Effectiveness Institutional Review Board (IRB). The IRB is charged with ethically protecting the rights and welfare of all human subjects in any research conducted under the sponsorship of Dallas Theological Seminary. During the proposal stage, students will complete forms that describe the process to be followed to ensure the rights and welfare of research subjects.

The meaning of the three Christocentric and biblically ethical principles that serve as the guidelines for IR&E’s IRB is not only derived from Scripture but also interpreted in concert with the Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research (1978)—namely, (a) respect for persons, (b) beneficence, and (c) justice.

KEY TERMS

Dissertation – the actual five-chapter document which is the written argument of the research

Prospectus – a preliminary plan for conducting a research project (Approx. 20 pages)

Proposal – a well-developed draft of chapters 1 – 3 of a dissertation

Defense – a formal meeting between the student, his/her readers, and one other EdD Committee member where the student explains / argues for the research project.

Institutional Review Board (IRB) – formal review panel charged with the task of ethically protecting the rights and welfare of all human subjects in any research conducted under the aegis of DTS

PURPOSES OF THE DISSERTATION PROJECT

1. To allow the student to demonstrate competence in research methodology and writing.
2. To further develop the student's professional skills for educational impact.
3. To contribute to reflective praxis and actual educational impact in the student's current context.
4. To contribute knowledge about the selected educational topic to the larger educational community.
5. To improve the student's self-directed learning skills and understanding of how educational impact is accomplished.

CRITERIA FOR AN ACCEPTABLE DISSERTATION PROJECT

The dissertation must

1. clearly relate to the student's current educational interests (a front-burner issue or need).
2. reflect the candidate's depth of biblical and theological insight in relation to educational praxis. This means that the student must evaluate all levels of the research project within the context of the student's biblical and theological values and the truth of Scripture. This is particularly important in chapters 2 and 5.
3. evidence doctoral-level skill in research and data analysis.
4. be sufficiently focused to allow a concentration of effort and avoid attempts to cover so much ground that the results are superficial.
5. give evidence of careful planning and execution.
6. show proficiency in formatting and argument development within the context of academic writing.

PROOFREADING

Professors, advisers, and second readers cannot be proofreaders. Therefore, all work submitted by students must be proofread before submission. If help is needed, that service can be provided for a fee. Contact the EdD office at edd@dts.edu to arrange for a proofreader. If work is submitted with typographical and grammatical errors, it will be returned for careful proofreading. A student's written work must be submitted as free of errors as possible. Students should plan proofreading time into the completion of papers and the dissertation.

FORM READING

DTS provides form reading services to help students comply with APA formatting. Students will be asked to submit their dissertation to the form reader below at the same time they submit their work to their adviser and second reader. This will help ensure that work is progressing properly at all stages.

Form Reader: Jenae Edwards (jenae@edwardsediting.com)

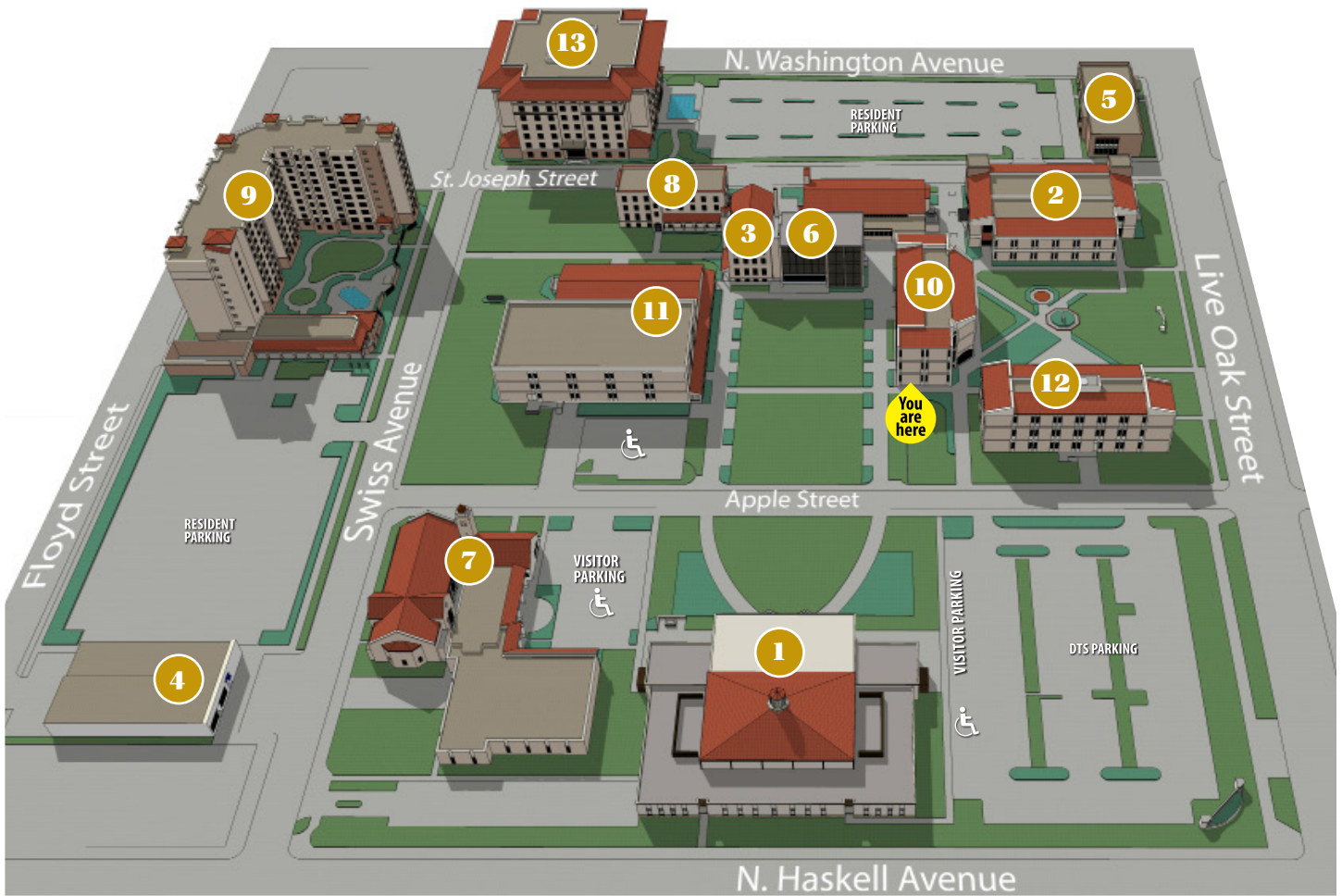
FINAL THOUGHTS

The Doctor of Education office and faculty are here to help you succeed in your studies. We suggest these words of wisdom that will help you finish this program well.

1. Be willing to make choices. You may have to say no to some things for a season. That may mean that sports leagues or added ministries you are considering will have to wait, or at least be limited. Remember that you will be required to take on added reading and writing for this program. Allow yourself the margin to do so.
2. Communicate with your professors and the EdD office. Do not let problems or questions wait until the last minute and thus create an emergency. You must own your program and take responsibility for your studies through wise planning and study. We want to be of assistance to you along the way and are committed to that end, to the extent we can be.
3. Finally, and primarily, maintain a close relationship with the Lord and your family. They are the most important part of this equation. The Lord will always be there, and your family will be there many years from now—we are here only for a season. Give good attention to your schoolwork, but don't neglect the Lord or your family. You want them to be smiling and cheering for you as you walk across the stage at graduation.

Welcome to Dallas Theological Seminary's Doctor of Education program. We are glad you're here. Let's get started . . .

CAMPUS MAP



- 1 Bailey Student Center & Chafer Chapel
- 2 Campbell Academic Center
- 3 Davidson Hall
- 4 Distribution Center
- 5 Hendricks Center
- 6 Horner Administration Building
- 7 Mitchell Ministries Center

- 8 Stearns Hall
- 9 Swindoll Tower
- 10 Todd Academic Center
- 11 Turpin & Mosher Library
- 12 Walvoord Student Center
- 13 Washington Hall Apartments

For an up-to-date list of department and office locations, please refer to www.dts.edu/dallas/.



Dallas Theological Seminary
3909 Swiss Avenue
Dallas, TX 75204

214-887-5000
dts.edu

