

# BRITE DIVINITY SCHOOL

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2014-2015  
Ph.D. MANUAL

# **Introduction to the Brite Divinity School Ph.D. Manual**

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

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

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

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## **I. ADMISSION TO THE DOCTOR OF PHILOSOPHY PROGRAM**

Brite Divinity School offers the Doctor of Philosophy in two areas: Biblical Interpretation (BIIN) and Pastoral Theology and Pastoral Care (PTPC).

### **A. General Application Information**

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

#### **1. Application and Admission Fee**

Applications are available from: Office of Admissions  
Brite Divinity School  
TCU Box 298130  
Fort Worth, Texas 76129  
or online: <http://www.brite.edu>

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

#### **2. Statement of Purpose**

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

#### **3. Three Letters of Recommendation**

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

#### **4. Financial Certificate for International Students**

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

international students are considered in competition with all other applications received.

## **5. Transcripts**

Official transcripts (bearing the signature of the registrar and the seal of the institution) of all post-secondary work are required. Transcripts are to be sent directly to Brite Divinity School from each institution.

## **6. Test Scores**

Graduate Record Examinations Scores (GRE) are required.

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

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

## **B. Ph.D. Application Deadline**

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

### **C. Ph.D. Admissions Timeline**

#### *November 1*

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

#### *November 15*

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

#### *December 1*

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

#### *January 15*

Completed applications must be on file at Brite Divinity School.

#### *March 31*

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

#### *April 15*

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

### **D. Financial Awards**

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

In addition to 100 percent tuition remission for the 48 hours required for the Ph.D. Program, Brite Divinity School will pay tuition for up to six credit hours of courses (excluding BRLB 90001 Dissertation or Thesis in Library) and audit fees for up to two courses audited. All such courses must be related to the student's Program (remedial courses, courses to prepare for language examinations, or



courses directly related to preparation for qualifying examinations or the dissertation). The Associate Dean for Academic Affairs must approve all such courses prior to registration (see Guidelines for Audit Enrollment by Ph.D. Students).

### **E. Transfer of Credits**

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

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

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

BIIN applications must contain the following area specific requirements:

1. M.Div., M.T.S., M.A., or Th.M. (or equivalent), with a concentration in biblical studies and courses in Biblical Hebrew and Greek, from an accredited theological school;
2. A writing sample (thesis, research paper, article, or essay) demonstrating the applicant's area of interest in biblical studies, scholastic preparation, and intellectual ability.

### **G. PTPC Area Specific Requirements for Admission to the Ph.D. Program**

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

PTPC applications must contain the following area specific requirements:

1. M.Div. degree or its equivalent.

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

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

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

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

The Associate Dean for Academic Affairs, in the letter of acceptance to the Program, will state any deficiencies. Students, who do not have a theological degree but a Masters degree in another field, will be expected to gain a theological degree with the above minimum number of classes before they can apply to the Program.

2. Provide a document (thesis, research paper, article, lecture, writing project) in the applicant's area of specialty that demonstrates abilities to conceptualize and communicate through the written word.
3. Applicants are required to submit a supervisory report from an experience in which they engaged intentionally in offering care to others and where attention was given to critical self-reflection over an extended period of time. Such experiences might include a unit of CPE, CPSP, AAPC, or work with a Licensed Clinical Supervisor (LCSW, LPC, AAMFT, etc.). The supervisory report ought to include a critical assessment of the applicant's capacity for engaging others in helping conversations as well as the ability to learn through an intentional program of supervision and reflection.

4. Demonstrated competence in one of the following: Hebrew, Greek; French, German, Italian, Korean, or Spanish. Competency can be achieved by passing a one-semester/three-hour graduate course or two one-semester/three-hour undergraduate courses with a grade of B or better. This requirement may be met before matriculation or by taking a course at Brite during the first year of Ph.D. studies.
5. Please note: A PTPC research methodology requirement described in section III. E. of this manual may be met prior to matriculation.

## II. THE BIBLICAL INTERPRETATION PH.D. PROGRAM

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

### A. Degree Requirements

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

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

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

### B. Areas of Study

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

The history, literature, religion, and language of ancient Israel and Early Judaism in ancient Near Eastern and Jewish settings, including contemporary methods of biblical interpretation.

2. *New Testament and Literature of Early Christianity*

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

3. *Themes and Issues in Biblical Theology*

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

4. *History of Biblical Interpretation*

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

5. *Theological Hermeneutics*

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

**C. Graduate Seminars and Courses**

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

**D. Languages**

1. Modern Languages (Form BPhD-5)

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

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

should be in conversation with the faculty member conducting the examination for particular instructions.

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

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

## 2. Ancient Languages (Form BPhD-6)

Reading knowledge of both Biblical Hebrew and Biblical Greek is required for matriculation. During the first week of classes, entering students will take brief diagnostic tests in both biblical languages (thirty minutes allowed for translation in each testament, with the aid of a dictionary). All students will take at least three hours in Hebrew or Greek reading.

## 3. Special Language Proficiency

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

## **E. Extensive Research**

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

theological disciplines that use behavioral or social scientific research methods shall be required to demonstrate competence in these research methods.

#### **F. Research Methodology**

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

#### **G. Pedagogy**

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

#### **H. Annual Review of Student's Academic Progress**

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

#### **I. Fee for Continuation**

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

#### **J. Ph.D. Program Timeline**

A minimum of two full years of residency is required. The degree is to be completed within seven years. A candidate may petition for an extension, and the Associate Dean for Academic Affairs in consultation with the Dissertation Director and

Advanced Programs Committee will determine whether to grant an extension (Form BPhD-2).

## **K. Qualifying Examinations**

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

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

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

## **L. Dissertation**

### **1. Dissertation Proposal Timeline and Approval**

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

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



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

2. Dissertation Manual of Style

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

3. Dissertation Proofread/Copy Edited

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

4. Dissertation Committee

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

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

5. Dissertation Approval

Final approval of the dissertation requires the signatures of the Dissertation Committee, Associate Dean for Academic Affairs, and the Dean. No dissertation will be accepted for library archiving without acquiring the appropriate

signatures. The student should tailor the signature page as shown on Form BPhD-15a, and the dissertation title page as shown on Form BPhD-15.

### **M. Oral Defense of Dissertation**

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

#### 1. Scheduling of Oral Defense

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

#### 2. Oral Defense Protocol

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

#### 3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-18).

#### 4. Final Dissertation Compliance

When it has been determined that the dissertation requires no further written revisions, the text must be sent electronically to UMI for filing. Detailed instructions for submitting the text to UMI can be found online at <http://lib.tcu.edu/howto/thesis.asp>. The appropriate fees must be paid online. Care

should be taken to ensure compliance with May and December graduation deadlines. The text should be submitted and all fees paid no later than April 10 for May graduation or November 10 for December graduation.

#### **N. Travel Grants**

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

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

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

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

#### **O. Women's Studies Certificate for Ph.D. Students**

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

### **III. THE PASTORAL THEOLOGY AND PASTORAL CARE PH.D. PROGRAM**

The Ph.D. program in Pastoral Theology and Pastoral Care is designed to train women and men in the academic disciplines of pastoral theology, pastoral care, and pastoral counseling. In keeping with the mission of Brite Divinity School, graduates of this program will make significant contributions to the Academy and to the Church through scholarship, original research, and practice. Graduates will serve as teachers and supervisors in educational institutions (universities, colleges, seminaries, medical schools), as pastors and pastoral care specialists in local churches, and as chaplains and pastoral counselors in clinical contexts (pastoral counseling centers, medical centers, hospitals).

#### **A. Degree Requirements**

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

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

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

#### **B. Graduate Seminars and Courses**

Course work will include 6 classroom seminars, 2 directed studies, and 8 other 90000 level courses (at least 3 in PTPC). The student should obtain a Doctor of Philosophy (Ph.D.) in Pastoral Theology and Pastoral Care Advising Form (BPhD-19) and meet with an advisor to assure degree requirements will be fulfilled.

#### **C. Language**

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

#### **D. Extensive Research**

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

#### **E. Research Methodology**

Competence in both quantitative and qualitative research methodologies can be demonstrated by passing an acceptable graduate level course, approved by the faculty, at an accredited college or university with a grade of B or better. This requirement may be met before matriculation or by taking a course during the first year of Ph.D. studies. Courses taken to meet these requirements will not count toward the credit hours necessary for completing the Ph.D. Program.

#### **F. Pedagogy**

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

#### **G. Annual Review of Student's Academic Progress**

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

#### **H. Fee for Continuation**

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

enrolled in a summer semester course (either BRLB 90001 or any other summer semester course).

### **I. Ph.D. Program Timeline**

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

### **J. Qualifying Examinations**

Following completion of course work, language, and research methodology requirements, qualifying examinations will be designed collaboratively to assess knowledge and integrative perspectives in pastoral theology and pastoral counseling. These examinations are administered three times a year. The student is directed to read the Guidelines for Pastoral Theology and Pastoral Care Ph.D. Qualifying Examinations and fill out the Application for PTPC Qualifying Examinations available from the Associate Dean for Academic Affairs (Form BPhD-20). PTPC qualifying examinations are graded as pass with distinction, pass, or no pass (Form BPhD-21). Upon successful completion of qualifying examinations, the student is admitted to candidacy. Request for extension of time to take qualifying exams requires the appropriate form submitted to and approved by the Associate Dean for Academic Affairs (Form BPhD-12).

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

### **K. Dissertation**

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

#### **1. Dissertation Proposal Timeline and Approval**

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

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

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

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

## 2. Dissertation Manual of Style

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

## 3. Dissertation Proofread/Copy Edited

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

## 4. Dissertation Committee

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

If during the process of developing the dissertation proposal, it becomes clear to the Dissertation Director and student that there is a need for a committee member with particular expertise not available from Brite and TCU faculty, they will identify such a scholar and petition the Advanced Programs Committee making a case for the addition of the scholar and requesting approval to invite the scholar to join the committee. The Advanced Programs committee will consider the matter expeditiously and approve such a petition only if it can be shown that the topic and/or method of the dissertation warrant it. Brite will remunerate the scholar

\$300 when the dissertation is completed. Normally outside members will participate in the oral defense through web-based video conferencing. Students who wish to have the outside member present for the defense must be willing to assume financial responsibility for expenses associated with bringing the outside member to campus for the dissertation defense.

#### 5. Dissertation Approval

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

### **L. Oral Defense of Dissertation**

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

#### 1. Scheduling Oral Defense

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

#### 2. Oral Defense Protocol

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

#### 3. Evaluation of Oral Defense

At the end of the oral defense, the Dissertation Committee votes on one of the following grades: pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions, apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in



termination from the Ph.D. Program. Students are directed to read the Proposal and Dissertation Guidelines to determine the effect of a conditional pass grade and the bearing subsequent work may have on graduation deadlines (also see Form BPhD-18).

#### 4. Final Dissertation Compliance

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

### **M. Travel Grants**

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

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

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

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

### **N. Women's Studies Certificate for Ph.D. Students**

Brite cooperates with other TCU graduate departments and schools in offering a Women's Studies Certificate Program. This program is currently open to Brite Th.M. and Ph.D. students and to others on a case-by-case basis. To earn the Certificate,

BRITE DIVINITY SCHOOL

students must complete twelve hours of course work: BRIT 90003: Graduate Colloquium in Feminist Methodology and Theory, and three additional Brite courses approved for the program. For further details, contact the Associate Dean for Academic Affairs.

## **IV. GUIDELINES**

### **Audit Enrollment By Ph.D. Students**

#### **1. Audit Guidelines**

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

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

#### **2. Audit Fee and Grant Provision**

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

#### **3. Classroom Participation and Grade**

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

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

### **BIIN Ph.D. Hebrew Examination**

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

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

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

1. Obtain the BIIN Ph.D. Hebrew Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-7);
2. Set the date for the examination and agree upon its content by securing the signatures of the two Hebrew Bible/Jewish Studies faculty members who will prepare and grade the Hebrew Examination;
3. Return the completed Hebrew Examination Application to the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Hebrew Examination.

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

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

Grading the BIIN Ph.D. Hebrew Examination

1. The Hebrew Bible/Jewish Studies faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.
2. The Hebrew Bible/Jewish Studies faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.

### **BIIN Ph.D. Greek Examination**

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

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

1. Obtain the BIIN Ph.D. Greek Examination Application from the Office of the Associate Dean for Academic Affairs (see Form BPhD-8);
2. Set the date for the examination and agree upon its content by securing the signatures of the two New Testament faculty members who will prepare and grade the Greek Examination;
3. Return the completed Greek Examination Application to the Office of the Associate Dean for Academic Affairs at least two weeks prior to the scheduled date for the Greek Examination.

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

1. Reading and translating two of three passages (up to 50 total verses) in the Greek New Testament at sight, without dictionaries or other aids. The student is required to point out grammatical phenomena and to interpret the Nestle-Aland textual apparatus;
2. Reading a prepared passage (approximately 15 total verses) with a dictionary. Texts will be selected in dialogue with the Ph.D. student and New Testament faculty examiners;
3. Reading a prepared non-biblical Greek text (approximately 15 total verses) with a dictionary. Texts will be selected in dialogue with the Ph.D. student and New Testament faculty examiners.

Grading the BIIN Ph.D. Greek Examination

1. The New Testament faculty members will read the examination and assign one of three grades: Pass with Distinction, Pass, or No Pass.
2. The New Testament faculty examiners will provide written notification to both the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examination.

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

**Qualifying Examinations**

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

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

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

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.
2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism Qualifying Examinations form (BPhD-9) from the Associate Dean for Academic Affairs. Form BPhD-9 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.
3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, and the content of the two examinations and to secure each faculty member's signature.
4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be filed with the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

### Qualifying Examinations Procedure

1. If the Minor Qualifying Examination is in Themes and Issues in Biblical Theology, History of Biblical Interpretation, or Theological Hermeneutics, it is included in the one-week take-home examination along with the Major Qualifying Examination. Resources of any sort may be used for these examinations. A personal computer is to be used for taking these examinations. The student will pick up the examinations from the Office of the Associate Dean for Academic Affairs on Monday at 8:00 a.m. and return the completed examinations on Friday by 5:00 p.m.
2. If the Minor Qualifying Examination is in New Testament and Literature of Early Christianity, the student will select a day from the week chosen for a six-hour examination at Brite Divinity School, with a lunch break that is not counted as part of the six hours. No texts or other materials are to be brought to this examination (except an unmarked copy of the Greek NT). The examination will be typed, using a computer and workspace provided by Brite Divinity School. No help will be available during the testing period.
3. In the Major Qualifying Examination, the student will answer three of five questions that will test competence in the Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism, drawn from Pentateuch, Historical Books, Poetry and Wisdom, Major and Minor Prophets, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism.
4. In the Minor Qualifying Examination, the student will answer two of four questions in a selected second area of biblical interpretation (see areas listed in b.-d. and the exceptions for a. above). The Minor Qualifying Examination will be designed collaboratively by Hebrew Bible faculty and faculty from the area of examination, in conversation with the student.

### Grading the Qualifying Examinations

1. Hebrew Bible faculty members with any other faculty who have prepared a particular area examination will read the respective examinations and assign one of three grades: Pass with Distinction, Pass, or No Pass (see Form BPhD-11).
2. The Hebrew Bible faculty will provide written notification to the student and the Associate Dean for Academic Affairs of the examination results within three weeks following completion of the examinations.
3. The exams of each area will be read by at least two members of the permanent faculty in the applicable area. If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more

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



**BIIN Ph.D. New Testament and Literature of Early Christianity**  
**Qualifying Examinations**

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

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

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

Procedure to Schedule Qualifying Examinations

1. Qualifying Examinations are administered during the fourth week of September and January and the second full week of April. The student chooses one of these weeks to take the Qualifying Examinations.
2. To record and file plans for taking the Qualifying Examinations, the student must obtain the BIIN Ph.D. New Testament and Literature of Early Christianity Qualifying Examinations form (BPhD-10) from the office of the Associate Dean for Academic Affairs. Form BPhD-10 requires the signatures of the student, all faculty members involved with the Major and Minor Qualifying Examinations, and final approval of the Associate Dean for Academic Affairs.
3. In preparation for the Qualifying Examinations, the student will meet with all faculty members involved in order to discuss the particular areas of the doctoral examinations, bibliographies, the content of the two examinations, and to secure each faculty member's signature.
4. The student must adhere to the deadlines in returning the completed Qualifying Examinations form to the Office of the Associate Dean for Academic Affairs. The form must be completed and filed with the Office of the Associate Dean for Academic Affairs by May 1 for September Qualifying Examinations, by September 15 for January Qualifying Examinations, or by January 15 for April Qualifying Examinations.

### Qualifying Examinations Procedure

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

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

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

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

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

Grading the Qualifying Examinations

1. New Testament faculty members with any other faculty who have prepared a particular area examination will read the respective examinations and assign one of three grades: Pass with Distinction, Pass, or No Pass (see Form BPhD-11).
2. The New Testament faculty will provide written notification to the student and to the Associate Dean for Academic Affairs within three weeks following completion of the examinations of the results.
3. The exams of each area will be read by at least two members of the permanent faculty in the applicable area. If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student who fails more than two of the exam questions will fail the exams as a whole and will not be allowed to re-take them. The student will be dismissed from the program. If a student fails one or two of the exam questions, she or he will be allowed to re-take that exam/those exams (usually with a revised set of questions) or re-write the failed paper. If the re-taken exam(s) is judged to be of passing quality by two members of the BIIN permanent faculty, then the student will be said to have passed the exam(s). If both faculty members agree that the exam or paper does not meet passing standards, then the exam does not pass. If the two readers disagree on whether the paper or exam is of passing quality, a third member of the BIIN permanent faculty will read it. The decision of the majority of readers will stand. A student may only re-take failed exam(s) one time. There will be no exceptions to this policy.

## **PROPOSAL AND DISSERTATION**

### **BIBLICAL INTERPRETATION (BIIN)**

#### **I. PH.D. DISSERTATION TOPIC**

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

#### **II. DISSERTATION PROPOSAL**

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

The Dissertation Proposal will normally address the following matters:

##### **Statement of Thesis**

What is the original proposition or point of view that you plan to argue?

What is the hypothesis or major question that you are attempting to answer?

##### **Brief History of Research**

How will your study fit into other scholarly research on the topic?

How will your research contribute to study of this topic?

##### **Hermeneutical Perspective**

Which interpretive models are operative in your study?

Why is this perspective appropriate to your study?

##### **Methodology**

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

##### **Explain your rationale for the selection(s)**

If the dissertation involves human participants, include your rationale for selecting the procedure and participants for this research including a description of the specific manner in which the practices and procedures conform to policy. See *Brite Governance Handbook* 3.5 Research Involving Humans: Policy & Procedure, and *Brite Support Manual* Appendix Q "Research Proposal and Consent Formats for Review" for information regarding Brite's policy, and adherence to policies and procedures of the TCU Institutional Review Board. The requirements include IRB approval in advance of commencing any research with human participants.

Additional information about research with human subjects can be found online at [www.research.tcu.edu](http://www.research.tcu.edu).

### **Proposed Outline**

Describe the chapters and the content of each.

### **Working Bibliography**

List primary and secondary sources.

## **III. PROPOSAL/DISSERTATION CONTENT AND FORM**

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

Students are to:

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

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

## **IV. DISSERTATION COMMITTEE**

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

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

## V. APPROVAL OF DISSERTATION PROPOSAL

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

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

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

### 1. Student Responsibility

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

### 2. Extension of Time

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

## VI. DISSERTATION

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

### 1. Dissertation Timeline

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

*November 1*

Completed first draft of dissertation submitted to Dissertation Committee

*January 10*

Dissertation Committee returns draft to candidate with suggestions

*February 10*

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

*March 1*

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

*APRIL 10*

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

## 2. Format

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

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

## VII. ORAL DEFENSE

### 1. Scheduling of Oral Defense

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

## 2. Oral Defense Protocol

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

## 3. Evaluation of Oral Defense

### (a) Grading

The Dissertation Committee will give the public oral defense a grade of pass with distinction, pass, conditional pass, or no pass. A grade of pass is given when the dissertation requires no further written revisions apart from minor corrections stipulated by the Committee. A conditional pass may require either (1) written revisions and/or (2) a second oral defense. No more than two public oral defenses may be made. A grade of no pass will result in termination from the Ph.D. Program (see Form BPhD-18).

### (b) Revisions and Graduation Postponement

#### *Two Weeks After Orals*

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

#### *Graduation Deadline and Postponement*

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

## VIII. FINAL DISSERTATION COMPLIANCE

### 1. Electronic Filing and Fees



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

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

## 2. May Graduation

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

## 3. December Graduation

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

## **Pastoral Theology and Pastoral Care Ph.D.**

### **Qualifying Examinations**

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

#### Timeline for Filing Qualifying Examinations Application

Qualifying Examinations are administered during the fourth week of September and January, and the second full week of April. The student must complete the Qualifying Examinations Application (see Form BPhD-20) and file it with the Associate Dean for Academic Affairs by June 1 for September examinations, September 15 for January examinations, and January 15 for April examinations. This application will stipulate the date for the Qualifying Examinations, the student's agreement to use a computer with no additional files, notes, or outside books, and description of any other special arrangement.

#### Five Exam Areas in Pastoral Theology and Pastoral Care

There will be five Qualifying Exams in PTPC: 1) Pastoral Theology: History and Method; 2) Interculturality and Diversity in Pastoral Theology; 3) Personality and Psychotherapeutic Theories; 4) Pastoral Counseling: Major Figures and Practices; 5) Fifth Area Essay. The due date for the Essay will be two weeks before the first day of the Qualifying Examinations.

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

#### Student and Faculty Members' Conversations

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

#### Qualifying Examinations Schedule

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

### Provision of a Dissertation Topic from PTPC Students

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

### Grading the Qualifying Examinations

The Faculty Advisor and other faculty members who read the written examinations will assign one of three grades: Pass with Distinction, Pass, or No Pass (Form BPhD-21). The Faculty Advisor will provide written notification to the Associate Dean for Academic Affairs and the student of the examination results within three weeks following completion of the examinations.

### Qualifying Examinations Failure and Re-Take Options

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

### Ph.D. Exams for PTPC Area

- Exam 1. Pastoral Theology: History and Method
- Exam 2. Interculturality and Diversity in Pastoral Theology
- Exam 3. Personality and Psychotherapeutic Theories
- Exam 4. Pastoral Counseling: Major Figures and Practices
- Exam 5. Fifth Area Essay

### Pastoral Theology: History and Method Exam

- Be prepared to trace the history of the relation of theory and practice, including Schleiermacher's early influence, and to illustrate current approaches in method in the field of pastoral theology.
- Be prepared to assess and illustrate the contribution and limits of critical correlation as one method in pastoral theology.
- Be prepared to discuss and illustrate the role of human experience in pastoral theology, current influences in this source, and its relation to scripture.
- Be prepared to discuss pastoral theological reflection in general pastoral ministry.

### Interculturality and Diversity Exam

- Be prepared to address issues related to the intercultural paradigm and diversity issues.
- Be conversant with the literature, key persons in various guilds--clinical and academic-- with attention to contextual factors, development of the issues and future trajectory for the issues commonly associated with the intercultural paradigm and diversity.

### Personality and Psychotherapeutic Theories Exam

- Be prepared to analyze and discuss the relationships between the secular social sciences and the theory and practice of pastoral counseling.
- Be prepared to talk specifically about particular psychotherapeutic approaches that you have encountered in your program.
- Be prepared to discuss the role of personality theory and psychotherapeutic theory in the larger cultural realm (not just in individual counseling work) and how it might be relevant to the care of systems, institutions, societies, etc.
- Be prepared to discuss underlying assumptions and foundations of personality and psychotherapeutic theory.
- Be prepared to discuss the historical development of psychotherapy and its current configuration into major schools and ideas.

### Pastoral Counseling Exam

- Be prepared to analyze and discuss the major guilds in the field (Society for Pastoral Theology, AAPC, CPE)
- Be prepared to explore the differences in pastoral counseling contexts (church, pastoral counseling centers, secular counseling centers, hospitals, etc.)
- Be prepared to discuss major historical figures in the pastoral care and counseling movement – e.g. Boisen, Hiltner, Wise, Clinebell, etc)
- Be prepared to think about methods and resources for teaching various pastoral care and counseling courses.

- Be prepared to work with care and counseling methods and practices as they might relate to a case study.

Fifth Area Essay

- Essay would be approximately 20 pages.
- The essay exam that is part of the Qualifying Exams will focus on something you need to know more about that has significance for your proposed dissertation topic.
- The focus for the essay is to be developed in conversation with the student's faculty advisor, with the title noted on the Application for Qualifying Examinations.
- The due date for the Essay is two weeks before the first day of Qualifying Examinations.

## PROPOSAL AND DISSERTATION

### PASTORAL THEOLOGY AND PASTORAL CARE (PTPC)

#### I. PH.D. DISSERTATION TOPIC

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

#### II. DISSERTATION PROPOSAL

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

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

##### Thesis

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

##### Literature Review

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

##### Sources and Norms

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

### Methodology

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

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

### Outline

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

### Working Bibliography

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

### Comments on the Process of Proposal Development:

- Meet with your advisor very soon after exams in order to confirm your dissertation topic.
- Once the Dissertation Director and readers are identified by the PTPC department, in consultation with the student, establish a time frame for completion of the dissertation proposal within six months following the exams. (Normally, several drafts of the thesis and the proposal itself are required).
- Focus on the thesis as the first step in proposal development, working toward a very brief, concise statement of the question or hypothesis that represents your energy and interest, narrow enough to be accomplished, and creative enough to engage your passion.

- Once the thesis statement is clear and strong, the student meets with the dissertation committee as a whole for additional conversation about the thesis, and a shared understanding for reading drafts of the proposal and later, the dissertation itself.
- Limit the proposal to 15-20 pages so that the “scaffold” or “idea tree” is evident and comprehensible as a whole.
- The dissertation committee members must read and approve the proposal before it goes to the Advanced Program Committee.

### **III. PROPOSAL/DISSERTATION CONTENT AND FORM**

Students in the PTPC Program must use *The Chicago Manual of Style (16<sup>th</sup> edition)* or *APA Style*. The same manual of style is to be used for both the proposal and dissertation.

Students are to:

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

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

### **IV. DISSERTATION COMMITTEE**

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

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

### **V. APPROVAL OF DISSERTATION PROPOSAL**

The student should tailor the approval page as shown in Form BPhD-14. The dissertation proposal will first be approved by the Dissertation Director and Dissertation Committee



and then submitted to the Advanced Programs Committee as directed by the Associate Dean for Academic Affairs for final approval.

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

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

#### 1. Student Responsibility

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

#### 2. Extension of Time

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

## VI. DISSERTATION

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

#### 1. Dissertation Timeline

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

*November 1*

Completed first draft of dissertation submitted to Dissertation Committee

*January 10*

Dissertation Committee returns draft to candidate with suggestions

*February 10*

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

*March 1*

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

*April 10*

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

2. Format

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

- Paper must be acid free, white in color.
- Printing must be on one side of the paper only and be letter quality. Font size must be 12 point. Font style must be Times New Roman. Text color must be black.
- Typed lines must be double-spaced, except for table of contents, footnotes, captions, glossary, appendices, and bibliography, which are single-spaced.
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(b) Revisions and Graduation Postponement

*Two Weeks After Orals*

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*Graduation Deadline and Postponement*

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### 3. December Graduation

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### **Independent Study Courses**

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

### **Limits of Awards and Grants**

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

### **“I” (Incompletes)**

1. The grade of “I” (Incomplete) is sometimes granted by the faculty and signed by the Associate Dean for Academic Affairs. The “I” grade is not to be confused with the “W” grade (Withdrawal). Further, the “I” is never to be used in the event a student simply does not complete expected work on time (without prior arrangement due to the conditions described in point 2). At the end of a semester, missed work should be given no credit. There can be no extension of time granted the student to complete missed work.
2. The grade of “I” is granted because of truly exceptional circumstances beyond the control of the student that prevent the student from completing course work by the end of the semester.
3. The student will request the grade of “I” from the course instructor. A form is obtained from the office of the Associate Dean for Academic Affairs and completed, listing reasons for the “I” grade and signed by the course instructor. This form should be returned to the office of the Associate Dean for Academic Affairs for his/her signature.
4. The official time limit for completing work for the course, and thereby changing the “I” to another letter grade, is within sixty calendar days of the completion of the course (last day of final exams). If the “I” is not removed by that time, it automatically becomes an “F.” This means that the work must be submitted to the course instructor well in advance of this date to allow for course evaluation and processing of the “Request for Change of Grade” form.
5. Any extension of the official time limit (the “official time limit” refers to the date by which the student is to have submitted the course work) must also be for truly exceptional circumstances beyond the control of the student and is by student request to the instructor combined with the completion of a form provided by the Office of the Associate Dean for Academic Affairs. **No extension shall be granted beyond the end of the semester in which the grade is to be removed.**
6. To remove an “I” the student first obtains a “Request for Change of Grade” form from the office of the Associate Dean for Academic Affairs. This form must be submitted to the instructor at the time the course work is delivered. This form is then signed by the instructor and submitted to the Office of the Associate Dean for Academic Affairs.
7. At every point, initiative and responsibility for requesting, extending, and removing an “I” grade, and completion of the forms involved in these operations within the time deadlines lies with the student.

8. After the instructor submits the Change of Grade form to the office of the Associate Dean for Academic Affairs, the “I” will be changed to a letter grade. It is wise for the student to check online for accuracy (course number, grade, etc.).



### **Student-Initiated Withdrawal Policy**

The purpose of student-initiated withdrawal from courses is to enhance the learning opportunity in a program of study. Due to recognition that a student may lack the background needed for the mastery of course content, the subject matter in a course does not match student need or interest as anticipated, or course requirements will limit effective appropriation of learning in a semester's over-all program of study, a student may officially withdraw from a course in accordance with the policy stated below.

Mere absence from a class does not constitute withdrawal. In order to withdraw from a course, a student must follow official established procedure.

During the withdrawal period stipulated in the Brite Divinity School/TCU Calendar in each semester, students may elect to withdraw from any class according to standard procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. There will be no withdrawals after the withdrawal period. Dates and refund percentages are noted in the Brite Divinity School/TCU Calendars published each spring and fall.

If adding a course during the ADD/DROP period, check with the Office of the Associate Dean for Academic Affairs for space availability. Usually no additions are permitted after classes begin.

Any student who experiences unusual hardship may seek special consideration through a written petition to the Associate Dean for Academic Affairs of the Divinity School. Petitions should, where possible, be documented with supporting statements from a physician. That a student is doing unsatisfactory work in a course will not be taken as sufficient reason for special consideration. If, in the judgment of the Associate Dean for Academic Affairs, the request is justified, a grade of "Q" (dropped with the Associate Dean for Academic Affairs' permission) may be assigned by the Associate Dean for Academic Affairs after consultation with the instructor of the course. The Associate Dean for Academic Affairs will notify the Office of the Registrar. A copy of the "Q" grade assignment will also be placed in the student's academic file and sent to the instructor.

Students who withdraw from all classes at Brite Divinity School, and remain unregistered over the course of two full semesters, must formally apply through Brite's Office of Admissions for readmission to Brite Divinity School.

## Grades and Appeals

### Grades

A+	4.00		D+	1.30
A	4.00	Excellent	D	1.00 Poor
A-	3.70		D-	0.70
B+	3.30		F	0 Failure (No Pass)
B	3.00	Good	I	Incomplete
B-	2.70		P	Pass
C+	2.30		NC	No Credit
C	2.00	Marginal	Q	Dropped with Dean's Permission
C-	1.70		AU	Audit

**No grade below B-  
is accepted for credit  
in the Ph.D. Program**

#### 1. Q Grade

A "Q" grade is assigned for a course that is dropped with permission of the Associate Dean for Academic Affairs in consultation with the instructor of the course.

#### 2. Completed Courses

Students may not request extra work to improve their grade in a course that has been completed. Grades for completed courses will be changed only when an error in computing the original grade has occurred.

### Appeals

A student should always feel free to speak with the professor about any problems she/he may have with a course. It is usually best that the student make an appointment for an office visit rather than trying to get an answer to a question or to take care of a problem between classes.

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Most faculty members are extremely conscientious about determining student grades, but if the student feels an error has been made, the student must speak with the professor first.

A student who feels that the professor has not addressed his or her concerns may then talk with the Associate Dean for Academic Affairs or the Dean, in that order.

### Appeal of Course Grade

Students who wish to appeal a course grade must follow the grade appeal procedures found in the Student Handbook.

### Appeal of Qualifying Examinations

Upon the determination by the examiners for the Ph.D. Qualifying Examinations that a student has received a “No Pass” on more than two of the questions in their “Major Exam” or “Minor Exam” (BIIN) or more than two of the five exams/papers in their “Area Exams” (PTPC), the examiners shall notify within 10 academic days the Associate Dean for Academic Affairs of the student’s failure to pass their qualifying examinations.

After consultation with the faculty, the Associate Dean shall make a preliminary determination that the examination process (initial faculty-student consultation about exams to the reporting of grades) has been done according to normal Brite practice. This determination will be reported to the faculty and the student within five academic days. If it seems that there has been an error in process that could bear on the result, then the Associate Dean will work with the faculty members(s) and student as appropriate regarding the retaking of the examination(s) usually with a revised set of questions or paper topic.

### Student Appeal of Qualifying Examination Failures and Dismissal From the Program

Students who wish to appeal the overall failure of their qualifying examinations must follow the appeals procedure below. This appeal process must start with the student notifying the faculty examining committee and the Associate Dean for Academic Affairs that the student intends to make an appeal.

#### 1. Appeal to the Associate Dean for Academic Affairs

A grade appeal must be initiated by the student within ten academic days after the faculty and student have been informed by the Associate Dean for Academic Affairs that the regular examination and grading procedures for Brite qualifying examinations have been followed. The student’s grade appeal normally should be based upon a belief that there were failures in process that could bear upon the result. Grade appeals outside this category must provide a preponderance of evidence that unprofessional behavior or prejudice on the part of the faculty member(s) has affected the assigned failing grade.

The Associate Dean for Academic Affairs will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have the right to meet with the Associate Dean without the other party present. The faculty member(s) will respond in writing to the Associate Dean for Academic Affairs concerning the student’s appeal. The Associate Dean may either accept or deny the student’s appeal and will normally notify the student and faculty member(s) of their decision in writing within ten academic days.

In the event the student's appeal is accepted, the Associate Dean will work with the faculty and student as appropriate regarding the retake of the examination questions.

## 2. Appeal to the Dean

The Associate Dean for Academic Affairs' decision may be appealed in writing by the student or faculty member(s) to the Dean of Brite Divinity School within ten academic days of the decision. If the Dean is involved in the appeal as a faculty member, the appeal will go directly to the President. The Dean will become familiar with the facts of the case by reading the prior appeal documents and by communicating with the student, faculty member(s), and the Associate Dean for Academic Affairs. The parties have the right to meet with the Dean without the other party or parties present.

The Dean will normally notify the student, faculty member(s), and the Associate Dean for Academic Affairs of their decision in writing within ten academic days. In the event the Dean upholds the student's appeal, this determination shall be reported by the Dean to the Associate Dean for Academic Affairs, the faculty member(s), and the student. The Associate Dean will work with the faculty members(s) and student as appropriate regarding any retake of the examination(s). If the Dean denies the appeal, then the decision of the Dean may be appealed to the President of Brite Divinity School.

## 3. Appeal to the President

The Dean's position may be appealed in writing by the student or faculty member(s) to the President of Brite Divinity School within ten academic days of the Dean's decision. If the Dean is involved in the appeal as a faculty member, the appeal of the Associate Dean for Academic Affairs' decision will go directly to the President.

The student's grade appeal normally must be based upon (1) new information regarding the examination process that would suggest that the failing grade was assigned contrary to normal Brite practice; (2) a preponderance of evidence that unprofessional behavior or prejudice on the part of the faculty member(s), the Associate Dean for Academic Affairs, or the Dean has affected the appeal's process.

If the President affirms the student's appeal, then the President will communicate the decision within ten academic days to the Dean, the Associate Dean for Academic Affairs, the faculty member(s), and the student for appropriate action.

If the President denies the student's appeal, the decision is final; and the student has failed his/her qualifying exams. The student will be removed from the Ph.D. Program within 5 academic days.

Note: Existing legal and financial obligations to Brite Divinity School and Texas Christian University remain until they are settled. Students should note that TCU/Brite turns delinquent accounts over to collection agencies and reports that status to the credit bureaus.

### **Inclusive Language Statement**

Brite Divinity School promotes inclusive language. This includes such matters as language about God, humanity, cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment for all, in which language and practices encourage inclusion. To this end, Brite will maintain and update as necessary a webpage of resources for current best practices of inclusive language.

### **Inclusion Statement**

Brite Divinity School values people of all cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities. We are committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. Brite seeks to remove all barriers to the maintenance and aspirations of its Mission Statement and Non-Discrimination Statement.

**Policy on Dismissal, Suspension, or Expulsion  
for the Lack of Academic Progress, Disruptive Behavior,  
or Professional Misconduct**

A faculty member has both the authority and the responsibility to dismiss a student from any educational setting for which he/she is responsible if, in the faculty member's judgment, the student's behavior or lack of preparation is detrimental to the educational experience of others or could create unsafe conditions. Any such dismissal is reported, in writing, to the Dean as soon as possible after the event.

Students may be withdrawn with a grade of F from individual courses for lack of academic progress, disruptive or unsafe behavior, or lack of preparation upon the recommendation of the faculty member and the approval of the Dean.

Students may be suspended or expelled from the Divinity School at the discretion of the Dean at such times as the student's performance or behavior clearly demonstrates that the student is not interested in, or making acceptable academic progress. Likewise, the Dean has both the authority and the responsibility to take action, including dismissal, suspension, or expulsion from the Divinity School if a student's conduct is determined to be contrary to the professional and ethical standards of the field. If a student is suspended or expelled from the Divinity School, a grade of F or a designation of Q will be recorded for each course in progress as determined appropriate by the Dean and the transcript will note suspension or expulsion.

Students who appeal the suspension or expulsion determination will follow procedures established in the Open Door and Grievance Policy.

## **Non-Academic Withdrawal**

### **Preamble**

Brite Divinity School is committed to the well-being of its community members and the integrity of the learning environment. The institution's primary mission is the education of women and men to lead in the ministry of Christ's church, the academy, and public life as witnesses to God's reconciling and transforming love and justice. This mission is only achieved with the cooperation of the Brite community in maintaining an academic environment conducive to safety and learning. The Divinity School expects students to manage themselves responsibly and to comply with the Covenant for Community Life and the Code of Student Conduct (sections 3.14 and 3.15 in the *Student Handbook*). Language and/or behavior which threaten the health, safety, or academic purpose of the Brite Community may be addressed through the disciplinary process, as appropriate. In some circumstances, behavior may be linked to a student's health and well-being. In these cases the Divinity School policy regarding withdrawal for non-academic reasons may be considered.

Successfully responding to physical, behavioral or emotional health concerns generally requires a student's full attention and withdrawal from enrollment, student housing, or non-curricular activities might be necessary. The Office of the Dean (including the Assistant Dean for Common Life and the Associate Dean for Academic Affairs) is designated by the Divinity School to assist students in the withdrawal process; when appropriate, the Dean may act on Brite's behalf to withdraw a student who is determined to be a direct threat to self or others. The Divinity School endeavors to maintain its relationship with its students, however, and to provide reasonable accommodations for students needing assistance, in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Involuntary separation from the Divinity School is a last resort and is only considered when the needs of the student exceed the reasonable support of the institution.

### **Policy**

When the Dean or Assistant Dean for Common Life becomes aware of indications that a student poses a risk to him or herself or the Brite community, the Dean or the person designated by the Dean will take action to assist the student and preserve the safety of the environment.

The Dean may advise a student to withdraw if in her or his judgment, the student engages in or threatens to engage in behavior that poses the risk of substantial harm in any one or more of the following areas:

- a. **Harm to self**—including but not limited to threats, verbal references, or behaviors indicative of the possibility of suicide and/or self-mutilation; behaviors indicating purging, self-starvation or withdrawal of sustenance, chronic and/or

serious abuse of alcohol or other drugs; demonstrated inability to satisfy reasonable expectations of self-care; and/or a serious medical condition for which a licensed physician recommends in-patient or specialized treatment.

- b. **Harm to others**—including but not limited to verbal threats or behaviors indicative of disruption, intimidation or violence toward other persons; behavior that places other students at risk or exposure to any reasonable threat to their health/safety or academic pursuits; behavior which may be unintentional or indirect but which impacts the rightful expectation of each student to an academic and/or living environment that is conducive to academic pursuit.
- c. **Harm to the Academic Mission**—including but not limited to threats or behaviors which would cause significant damage to any Divinity School property; behavior that disrupts the academic and/or residential living communities and impedes the educational mission; and behaviors that impede the lawful activities of the Brite community members or which interfere with the orderly functioning of the Divinity School.

In many cases students are able to continue at the Divinity School while addressing issues or conditions that affect them. Reasonable accommodations will be made in cases where a student has been professionally assessed by qualified medical personnel and documentation supports continued enrollment. In cases for which a student temporarily withdraws, once the student is medically approved to return to academic life, the Dean will assist him or her with this process as well, referring the student to support offices as necessary.

The non-academic withdrawal policy and associated procedures do not take the place of appropriate disciplinary action, the Student Code of Conduct, Brite policies, or other regulations. Students voluntarily withdrawing may be subject to disciplinary procedures if conduct violations are shown to have occurred. The administrative withdrawal policy may be applied at the discretion of the Dean in extreme circumstances in which, at the discretion of the Dean, the regular disciplinary system cannot be applied or is not appropriate.

## **PROCEDURES**

### **VOLUNTARY WITHDRAWAL**

Students who withdraw voluntarily sever their connection with the Divinity School. This may be active, in that they notify the Dean and are supported through the process, or passive, in which case students simply fail to return for a subsequent semester without notifying the Divinity School. The decision to withdraw is significant academically and financially. Therefore, the Divinity School urges students to consult with the Associate Dean for Academic Affairs prior to taking action. In all cases of withdrawal related to physical or mental health concerns, students are subject to clearance procedures related to the medical/behavioral health issues that must be addressed prior to returning to academic or residential life. It is important to inform the Assistant Dean for Common Life if a withdrawal



is medically-related so the student can be assisted appropriately upon returning to the Divinity School.

The following steps will be taken when a student requests withdrawal:

- The Dean or Associate Dean for Academic Affairs will meet at the student's request to discuss reasons for the withdrawal and clarify the appropriate steps for return to the Divinity School. In the case of all withdrawals related to the student's physical or mental health, the Dean will review the concerns with the student, affording her or him opportunity to ask questions regarding the implications and processes involved.
- In order to better assist the student and address any necessary accommodations that may be requested, the Dean, Associate Dean, or Assistant Dean for Common Life may require the student to obtain a waiver of confidentiality from the attending health-care provider.
- The Associate Dean for Academic Affairs will work with the student to determine the effect on academic grades and/or credits, refund of applicable fees, and access to Brite housing or other facilities.
- Students who wish to resume academic and/or residential life following a voluntary withdrawal are advised to carefully review and follow the procedures for return, including information requiring them to apply for reenrollment.
- The Divinity School will consider students not returning for a subsequent term to have withdrawn voluntarily. Passive withdrawal does not release students from any readmission processes that may be applicable.

A student who fails to register for two or more full semesters in succession will need to apply for reenrollment through the Admissions Office. The student may still be bound by this policy if medical, emotional or behavioral concerns are listed as reasons for the withdrawal, whether or not the Dean's office was informed prior to withdrawal.

#### ADMINISTRATIVE WITHDRAWAL (NON-VOLUNTARY)----*Inquiry Phase*

Upon learning of allegations of disturbing or threatening language or behavior, the Dean or Assistant Dean for Common Life will initiate the following procedures in order to determine the facts:

- The Dean or Assistant Dean for Common Life will notify the student of the general concern, and will then schedule a mandatory meeting with the student.
- In the meeting with the Dean, the student will be apprised of the specific nature of the Divinity School's concerns and afforded the opportunity to discuss the reported behavior and/or circumstances at issue.

- If withdrawal may be considered as an option, the Dean or Assistant Dean for Common Life will discuss this and review the types of withdrawal with the student as the individual case may dictate.
- The Dean or Assistant Dean for Common Life may confer with other resources (i.e., health care providers, Campus Police, housing director, academic colleagues, etc.) or others as appropriate to the circumstances.
- The Dean may require an evaluation of the student's behavior and any relevant physical/mental conditions by an appropriate medical professional if the Dean believes that an evaluation will facilitate an informed decision. This evaluation may be done by physicians/counselors from Texas Christian University, or by outside health professionals, including the student's treating health professional, as indicated and appropriate in the Dean's judgment. If so required, the Dean may further require the student waive confidentiality in writing.
- After a careful review of all the relevant information, the Dean will notify the student of his or her findings and may, at his or her discretion recommend withdrawal to the student. Students who feel the decision is in error may appeal to the Office of the President for further review.
- At any time in the process, the student may elect to withdraw voluntarily. The Dean may, however, conclude that with specific support, a student can continue enrollment, attend academically-related activities and/or live in residential housing. In this case, the Dean will indicate, based on the best professional advice, specific conditions or expectations that must be met in order to remain enrolled. These include, but are not limited to, required treatment, damage charges (whether fines or restitution), education and/or counseling when there is a question of self-care or risk to the student community. Non-compliance with such conditions/requirements will result in reconsideration of an administrative withdrawal from the Divinity School or disciplinary action if appropriate.

If in the discretion of the Dean, information or circumstances show that the student may pose a **direct** threat to self or other members of the Brite community, the Dean is empowered administratively to withdraw a student in the immediate interim, pending a medical assessment, and any other relevant information. In such cases, the Dean will move expeditiously to meet with the student in a timely manner regarding a final determination.

#### ADMINISTRATIVE WITHDRAWAL (NON-VOLUNTARY)----Enacted

When after careful review of all relevant information the Dean concludes that an administrative withdrawal is in the best interests of the student and/or the Brite community, and the student has refused the option of a voluntary withdrawal, the Dean may impose an administrative withdrawal based on information gained during the inquiry.

- The Dean will inform the student of her/his decision and give the student written notice of an administrative withdrawal, including the beginning date and duration of the withdrawal.
- The Dean will also discuss the procedures for submitting any documentation that may be required for return to the Divinity School, including the requirement for clearance procedures for hospitalizations and/or withdrawals relating to medical or behavioral health issues.
- The student will leave campus within the time frame established by the Dean in the written notice. If the student refuses to comply with an administrative withdrawal, the Dean may consider immediate disciplinary action and/or request that the student be escorted from the Divinity School property by an appropriate party.
- As necessary, the Dean may seek the cooperation of a spouse or parent in making arrangements for the student to collect personal belongings, surrender Divinity School property (including vacating of residential housing) and/or be otherwise removed from the Divinity School.
- No student who has been withdrawn administratively may visit the Brite or TCU campuses without the prior authorization of the Dean. Visits must be for academically-related purposes and will only be approved for a set reason and period of time (i.e., meeting with faculty member, Dean, etc.). Violations of any Divinity School policy or the conditions of the visit will result in suspension of the visit and no further visits may be allowed.
- Students withdrawn for medical and/or behavioral health issues **must** receive medical clearance before returning to Brite, according to the procedures. With few exceptions, the student should not expect to return to classes the same semester of withdrawal. It can take up to several months to adequately address the issues that led to an administrative withdrawal. The Dean, however, may consider return and reenrollment earlier if supported by professional medical opinion, as the individual case may warrant.

### **APPEALS PROCESS**

A student may appeal an administrative withdrawal under this policy to the President of the Divinity School; however, the withdrawal may remain in effect during the appeal, pending a decision from the President. In the event a student wishes to appeal, the following steps apply:

- The student must submit a written letter of appeal to the President within **five** business days of receipt of the Dean's withdrawal decision.

- The appeal must state the following:
  - a. The specific reason for the appeal, i.e. lack of due process, procedural error, etc.
  - b. Any evidence supporting the grounds for the appeal, i.e., contrasting medical or professional opinion, etc.
- After reviewing the written appeal, the President of the Divinity School may meet with the student to gain further understanding of the situation, and/or clarify and questions the student may ask.
- The President will consult with the Dean and or other officials and review all pertinent information utilized in the withdrawal decision. The President may require a waiver of confidentiality from the student if deemed necessary.
- The student will be notified in writing of the President’s decision within **ten** business days of receipt of the appeal.
- The President will notify the Dean of the decision, indicating any modifications or amendments to the initial finding, if any.
- The decision of the President will be final.

The President of the Divinity School has purview over the appeal process. If the President is unavailable to decide any appeal, he or she may appoint an appropriate professional to act in his or her absence. For purposes of procedure, the “President of the Divinity School” may be defined as the sitting President or the appointed designee.

**CLEARANCE PROCEDURES FOR HOSPITALIZATIONS AND/OR WITHDRAWALS RELATING TO MEDICAL OR BEHAVIORAL HEALTH ISSUES**

Students hospitalized due to self-injury, who withdraw voluntarily or who are withdrawn administratively from the Divinity School may request to return. The Divinity School, however, reserves the right to require sufficient documentation indicating the student’s ability and readiness to resume studies and/or residency. In cases of hospitalization or any withdrawal related to a physical or mental health condition, the following is **required**:

- The student **must** submit written letters from her or his health care provider(s); this may include a physician, psychiatrist, clinical social worker or licensed therapist, clearly indicating treatment, prognosis **and** an informed professional recommendation as to:
  - a. whether the student is qualified and ready to resume full-time academic work, and/or live in Divinity School housing.
  - b. any specific recommendations necessary for academic success.

- A current waiver of confidentiality form **will be required**, allowing the Dean to discuss the student's return and matters related to treatment compliance with Divinity School officials, or other clinical or mental health professionals with whom the student has or is currently working with, in order to assess whether the student is qualified and ready to return to Brite Divinity School.
- An on-campus interview with the Dean and/or University health professional(s) may be required.

After consulting with health professionals and/or other appropriate Brite officials, the Dean will make a recommendation and notify the student in writing of the decision. Those withdrawn for two or more full semesters in succession must apply for reenrollment through the Office of Admissions.

### **Open Door and Grievance Policy Pertaining to Community Affairs for Students**

The Divinity School expects that every decision made in the management of affairs that pertain to student life and the administration of policies affecting it will take into account the individual interests of students affected by them. Staff, faculty members, and students at all levels are expected at all times to treat one another as they themselves, under the same circumstances, would rightfully expect to be treated.

All members of the student community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1. Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Student Housing for Brite Divinity School);
2. If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the next level of supervision (in most cases, the Assistant Dean for Common Life);
3. The student should then meet with the staff member receiving the written document to see what additional solutions can be developed and discussed with the primary staff member to obtain a satisfactory solution;
4. If the process fails after the above steps have been taken, you may request further review with the President. Within a reasonable period of time, a final decision will be made by the President, or other appropriate Brite Divinity official, and reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy should be addressed by students through the Complaint Procedure set forth in that policy.

A student's standing at the Divinity School will not be adversely affected in any way by his or her appropriate use of the Open Door Policy.

## A Covenant for Community Life at Brite Divinity School

### Introduction

As a divinity school, we believe that community is made through covenant. Responsible participation in community reflects the image, likeness and presence of God. It is in this image in which the best of humanity may be envisioned and toward which humanity is being transformed. Therefore, the students, staff and faculty of Brite Divinity School are called into a covenant community that entails mutuality, respect, and the highest standards of personal, corporate, and academic integrity. Recognizing our call from God, we hold each other and ourselves to the highest standards in service to the goals of justice and reconciliation and in recognition of the equal value and dignity of all members of our community, celebrating their diversity of race, ethnicity, gender, sex, sexual orientation, physical ability/condition, and age. This covenant guides members of this community in all facets of our lives together.

### Community Commitments

Brite Divinity School is committed to educating people for ministry, nurturing the formation of Christian identity in a diverse and complex world, and promoting the values of free inquiry, intellectual integrity, ecumenicity, and diversity. Therefore, the members of the Brite Divinity School community covenant together to embody a context of integrity in all aspects of our lives but especially in our academic vocation. This includes (but is not limited to) not lying, cheating, stealing, causing harm to self or others, defacing property, slander, libel, or defamation of character. Especially, our call requires our commitment to the principle that no faculty, staff, or student should be subjected to any form of harassment (e.g., sexual harassment or harassment based on color, religion, age, disability, ethnicity, gender, marital status, national origin, pregnancy or childbirth, race, sex, sexual orientation, or any other basis protected by federal, state, or local law, ordinance, or regulation).

In short, we as a divinity school community are committed to maintaining a humane atmosphere in which individuals do not abuse their personal and professional authority or power in interpersonal relationships. All persons – students, staff, and faculty – must be allowed to pursue their activities at Brite free from unsolicited and unwelcome sexual overtures or conduct and other forms of harassment. This community strongly disapproves of such inappropriate conduct and will not condone actions and words that are not in keeping with the spirit of this covenant. These expectations define the character of our common life and express the quality of interaction expected between all members of the Brite community. At the same time, the scholarly, educational, or artistic content of any written, oral, or other presentation or inquiry shall not be limited by this covenant. It is the intent of this community that all members are allowed academic freedom. Accordingly, this intention shall be liberally construed but shall not be used as a pretext for violation of our covenant for community life.

### Covenant Keeping

To encourage faithfulness to this covenant, this community tries to be explicit in describing the attitudes and behaviors that we consider to be the commitments that guide our life together. As an institution, we work to make students, faculty, and staff aware of our covenant together on a consistent basis. Year by year, we remain in conversation about the particular nature of our community commitments and the covenant that confirms them.

Nonetheless, it is unrealistic to expect a covenant to be observed without occasional breach. This grieves not only the individuals involved, but also the community as a whole. When the breach takes the form of harassment of an individual or group of individuals, the effect is particularly heinous. Harassment in a Christian institution not only violates the worth and dignity of the harassed individuals, but also threatens the integrity of the community as a whole. Therefore, breaches of our community covenant will be dealt with seriously. Any faculty, staff, student, student organization, or person privileged to work with the Brite Divinity School community who violates the spirit of this covenant will be subject to disciplinary action up to and including expulsion from this community.

### Pastoral Process

The response of this community to both alleged and confirmed fractures of our covenant will be guided by pastoral concern. This means efforts to resolve breaches of this covenant are intended to be reconciling, restorative, liberating, and healing. At times, we can accomplish this by listening sympathetically and responding with apology, forgiveness, understanding, and a pledge to change behaviors not in keeping with our community commitments. In other instances, reconciliation, restoration to the community, and the liberation and healing of individuals and community can occur only through confession and actions that demonstrate remorse, contrition, repentance and a desire to learn from our errors.

Some matters, however, require resolution in ways that call for accountability to the institution and to the community as a whole. The gravity of matters related to plagiarism, cheating, theft, abuse of property, fraud, or personal harassment (especially sexual or racial harassment) should be brought directly to the appropriate administrative staff member for resolution through the appropriate policies and procedures already developed to address each type of offense.

Members of the community must also take seriously their own responsibilities to the divinity school, especially when alleged breaches of our community covenant are under investigation. Those responsibilities include striving to treat each other fairly during divinity school investigatory processes, and to direct these processes toward reconciliation, restoration, liberation, and healing; declining to participate in slander, libel, and defamation of character; and continuing to respect the community commitments described in this covenant.

The “Code of Student Conduct for Brite Divinity School” may be found in the Brite Student Handbook, section 3.15.



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**PH.D. PROGRAM  
AUDIT APPLICATION**

NAME: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This is:  1<sup>st</sup> class audited  2<sup>nd</sup> class audited  audit class not paid by Brite

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

\_\_\_\_\_  
Professor Date: \_\_\_\_\_

- b. Concur:

\_\_\_\_\_  
Associate Dean for Academic Affairs Date: \_\_\_\_\_

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

**REQUEST FORM  
FOR EXTENSION OF PH.D. PROGRAM  
BEYOND SEVEN YEARS**

STUDENT'S NAME: \_\_\_\_\_

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

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

3. Signatures:  
(a) Student

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date

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

**ADVISING FORM  
DOCTOR OF PHILOSOPHY IN BIBLICAL INTERPRETATION**

Name: \_\_\_\_\_  
Last First Middle STUDENT ID

Advisor: \_\_\_\_\_ Semester Admitted: \_\_\_\_\_

Major Area: \_\_\_\_\_ Minor Area: \_\_\_\_\_ Healthy Boundaries: \_\_\_\_\_

- The degree requires 48 semester hours, qualifying examinations leading to candidacy, and a dissertation. See Brite Bulletin for specifics.
- Evaluation of prior work will be made at the end of the first year of residence.
- All courses must be selected in discussion between the student and adviser.
- Independent Study courses require permission of the professor and the Associate Dean (see Form BP-22)

Language

- Modern Languages (Do not count toward Ph.D. credit hours)  
(Choose two: French, German, Italian, Korean, or Spanish) Date

\_\_\_\_\_

- Ancient Languages  
(at least 3 hours 90000 HEBI or NETE and major area examination)

\_\_\_\_\_

Research Methodology

(6 Hours required of all BIIN students)

HEBI 95713 Critical Introduction to the Hebrew Bible \_\_\_\_\_

NETE 95713 Critical Introduction to the New Testament \_\_\_\_\_

Graduate Seminars and Courses

(39 Hours selected from 90000 HEBI, NETE, CHHI, or CHTH)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PETITION TO  
SUBSTITUTE TCU COURSE FOR A  
BRITE REQUIRED COURSE**

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

Part I: To be completed by Student: \_\_\_\_\_  
PRINT NAME

I hereby request approval for registration for the following course:

Dept./No./Title: \_\_\_\_\_  
\_\_\_\_\_

Section/Time: \_\_\_\_\_

Term/Year: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Associate Dean Signature Date

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

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

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**PH.D. LANGUAGE REQUIREMENTS  
MODERN LANGUAGE**

STUDENT'S NAME: \_\_\_\_\_

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

\_\_\_\_\_/\_\_\_\_\_  
Language Test Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Passed/No Pass Signed by Faculty Member or Date  
Attested by Associate Dean for Academic Affairs



**PH.D. LANGUAGE REQUIREMENTS  
DIAGNOSTIC TEST**

STUDENT'S NAME: \_\_\_\_\_

**BIBLICAL HEBREW**

**BIBLICAL GREEK**

A. Student took the diagnostic exam on \_\_\_\_\_  
with the following result: \_\_\_\_\_ (Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

B. Student demonstrated competence in  Biblical Hebrew  Biblical Greek through  
course work in \_\_\_\_\_ taken in \_\_\_\_\_.  
(Course Number) (Semester and Year)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

---

**NOTE**

**Information concerning the major Biblical Hebrew examination for Hebrew Bible majors and Biblical Greek examination for New Testament majors may be found on a separate document. The examination also requires a separate form.**

---

**BIIN PH.D. HEBREW EXAMINATION  
APPLICATION AND RESULTS**

NAME: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

Hebrew Bible

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Faculty Member's Signature

**EXAMINATION RESULTS:**

Pass with Distinction       Pass       No Pass

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Faculty Member's Signature

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

**BIIN PH.D. GREEK EXAMINATION  
APPLICATION AND RESULTS**

NAME: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_

**A. Greek New Testament**

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

**B. LXX**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. NON-BIBLICAL GREEK TEXT**

Approximately 15 verses will be read from a text, with the use of a dictionary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Faculty Member's Signature

**EXAMINATION RESULTS:**

Pass with Distinction

Pass

No Pass

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Faculty Member's Signature

**Return this form to the Office of the Associate Dean for Academic Affairs**

**APPLICATION FOR  
QUALIFYING EXAMINATIONS**

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

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

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

1. Date you wish to schedule the Qualifying Examinations:

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

2. Faculty Advisor: \_\_\_\_\_

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

- \_\_\_\_\_ New Testament and Literature of Early Christianity (See Note below.)
- \_\_\_\_\_ Themes and Issues in Biblical Theology
- \_\_\_\_\_ History of Biblical Interpretation
- \_\_\_\_\_ Theological Hermeneutics

NOTE: If the Minor Qualifying Examination is in New Testament and Literature of Early Christianity, the student will select a day from the week chosen for a six-hour examination at Brite Divinity School, with a lunch break that is not counted as part of the six hours.

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Computer Preference: PC \_\_\_\_\_ MAC \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Area

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Area

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Area

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Area

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Area

\_\_\_\_\_  
Faculty Signature

APPROVED:

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date

**APPLICATION FOR  
QUALIFYING EXAMINATIONS**

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

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

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

1. Date you wish to schedule the Qualifying Examinations:

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

2. Faculty Advisor:

\_\_\_\_\_

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

- Hebrew Bible, Apocryphal/Deuterocanonical Books, and Literature of Early Judaism
- Themes and Issues in Biblical Theology
- History of Biblical Interpretation
- Theological Hermeneutics

4. Each of the two Qualifying Examinations (with the exception of Hebrew Bible, Apocryphal/ Deuterocanonical Books, and Literature of Early Judaism, which is

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

Major Qualifying Examination:

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Computer Preference: PC \_\_\_\_\_ MAC \_\_\_\_\_

Minor Qualifying Examination:

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Computer Preference: PC \_\_\_\_\_ MAC \_\_\_\_\_

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

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

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Area

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Faculty Signature

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Area

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Faculty Signature

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Area

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Faculty Signature

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Area

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Faculty Signature

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Area

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Faculty Signature

APPROVED:

---

Associate Dean for Academic Affairs

---

Date



## BIIN PH.D. QUALIFYING EXAMINATIONS RESULTS

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
DATE(S) OF EXAMS

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

New Testament and Literature of Early Christianity

**Major Exam:** \_\_\_\_\_

Pass with Distinction       Pass       No Pass

Examiner's signature(s): \_\_\_\_\_

**Minor Exam:** \_\_\_\_\_

Pass with Distinction       Pass       No Pass

Examiner's signature(s): \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date

**REQUEST FOR  
EXTENSION OF TIME TO TAKE  
PH.D. QUALIFYING EXAMINATIONS**

STUDENT'S NAME: \_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

**BIIN QUALIFYING EXAM**

**PTPC QUALIFYING EXAM**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

3. Approved by:

\_\_\_\_\_  
Associate Dean for Academic Affairs

Date: \_\_\_\_\_

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

Faculty \_\_\_\_\_

Faculty \_\_\_\_\_

Faculty \_\_\_\_\_

Faculty \_\_\_\_\_

Faculty \_\_\_\_\_

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

**REQUEST FOR EXTENSION  
BEYOND SIX MONTHS TO SUBMIT  
DISSERTATION PROPOSAL**

STUDENT'S NAME: \_\_\_\_\_

BIIN

PTPC

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Date when I plan to submit the proposal: \_\_\_\_\_

3. Approval Signatures:

\_\_\_\_\_  
Dissertation Director Date \_\_\_\_\_

\_\_\_\_\_  
Associate Dean for Academic Affairs Date \_\_\_\_\_

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

TITLE OF THE DISSERTATION  
CENTERED AND DOUBLE-SPACED  
ALL CAPITAL LETTERS

by

Jane Marie Doe

**DISSERTATION PROPOSAL APPROVAL FORM**

Ph.D. in Pastoral Theology and Pastoral Care  
[or: Ph.D. in Biblical Interpretation]

Brite Divinity School

**Approved by Dissertation Committee:**

**Approved by Advanced Programs  
Committee:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Dissertation Director

\_\_\_\_\_  
Chair, Advanced Programs Committee

\_\_\_\_\_  
Dissertation Committee Reader

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Dissertation Committee Reader

TITLE OF THE DISSERTATION  
CENTERED AND DOUBLE-SPACED  
ALL CAPITAL LETTERS

by

Jane Marie Doe

Bachelor of \_\_\_\_\_, 2000  
Texas Christian University  
Fort Worth, TX

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

**Dissertation**

Presented to the Faculty of the

Brite Divinity School

in partial fulfillment of the requirements  
for the degree of

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

Fort Worth, TX

May 2011

TITLE OF THE DISSERTATION  
CENTERED AND DOUBLE-SPACED

APPROVED BY

DISSERTATION COMMITTEE:

(NAME)  
Dissertation Director

(NAME)  
Reader

(NAME)  
Reader

Jeffrey Williams  
Associate Dean for Academic Affairs

Joretta Marshall  
Dean

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**Ph.D. RESEARCH METHODOLOGIES (PTPC)**

STUDENT'S NAME: \_\_\_\_\_

passed the research methodologies requirement in the following way:

**A.** By passing prior to matriculation a graduate level course with a grade of "B" or better.

\_\_\_\_\_/\_\_\_\_\_  
College or University / Name of Course  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Course / Grade / Transcript or Other Form of Verification

\_\_\_\_\_  
Attested by Associate Dean for Academic Affairs / Date

**B.** By successful completion of a course during Th.M. Program study:

\_\_\_\_\_/\_\_\_\_\_  
College or University / Name of Course  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Course / Grade / Transcript or Other Form of Verification

\_\_\_\_\_  
Attested by Associate Dean for Academic Affairs / Date



**RESULTS OF ORAL DEFENSE  
OF PH.D. DISSERTATION**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Orals

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Written revisions

Second oral defense

The deadline for meeting these criteria is: \_\_\_\_\_  
(date)

IN AGREEMENT DISSERTATION COMMITTEE:

\_\_\_\_\_  
Dissertation Director

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Faculty Member

ATTEST:

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date

**ADVISING FORM  
DOCTOR OF PHILOSOPHY (Ph.D.) IN  
PASTORAL THEOLOGY AND PASTORAL CARE**

Name: \_\_\_\_\_  
LAST
FIRST
MIDDLE
STUDENT ID#

Advisor: \_\_\_\_\_ Semester Admitted: \_\_\_\_\_ Healthy Boundaries: \_\_\_\_\_

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

<b>Six PhD-Specific Classroom Seminars (18 hours)</b>	Date
1. PTPC 95243 Historical and Contemporary Perspectives in Pastoral Care and Counseling	_____
2. PTPC 95123 Personality Theory & Theological Anthropology	_____
3. PTPC 95253 Pastoral Theological Methods in Context	_____
4. PTPC 95263 Methods in Constructive Pastoral Theology	_____
5. PTPC 95223 Sexuality, Race, and Class: Implications for Pastoral Theology	_____
6. PTPC 95233 Teaching and Learning in Pastoral Theology, Care, and Counseling	_____

**Two Directed Studies (6 hours)**

1. \_\_\_\_\_

2. \_\_\_\_\_

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

1. PTPC \_\_\_\_\_

2. PTPC \_\_\_\_\_

3. PTPC \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

Language: Modern or Ancient Language (to be completed prior to or during first year)  
 \_\_\_\_\_

Quantitative and Qualitative Research Methodologies (course offered every other year; not count in number of total hours) \_\_\_\_\_

Qualifying Exams Projected Date: \_\_\_\_\_

Dissertation Projected Date of Completion: \_\_\_\_\_

Topic: \_\_\_\_\_

**APPLICATION FOR  
QUALIFYING EXAMINATIONS**

**Ph.D. Pastoral Theology and Pastoral Care**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT ID#: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_

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

1. Date you wish to schedule the Qualifying Examinations:

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

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

Computer Preference: PC \_\_\_\_\_ MAC \_\_\_\_\_

Special agreements, if any: \_\_\_\_\_

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

ESSAY TITLE:

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FACULTY ADVISOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

4. Tentative Dissertation Topic: \_\_\_\_\_

---

---

Date of Adviser's approval for tentative Dissertation Topic: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date

## PTPC PH.D. QUALIFYING EXAMINATIONS RESULTS

---

STUDENT'S NAME

---

DATE(S) OF EXAMS

### Area Exam 1: Pastoral Theology: History and Method

Pass with Distinction

Pass

No Pass

Examiner's signature: \_\_\_\_\_

### Area Exam 2: Interculturality and Diversity in Pastoral Theology

Pass with Distinction

Pass

No Pass

Examiner's signature: \_\_\_\_\_

### Area Exam 3: Personality and Psychotherapeutic Theories

Pass with Distinction

Pass

No Pass

Examiner's signature: \_\_\_\_\_

### Area Exam 4: Pastoral Counseling: Major Figures and Practices

Pass with Distinction

Pass

No Pass

Examiner's signature: \_\_\_\_\_

### Area Exam 5: Fifth Area Essay

Pass with Distinction

Pass

No Pass

Examiner's signature: \_\_\_\_\_

ATTEST:

---

Associate Dean for Academic Affairs

---

Date:

**INDEPENDENT STUDY APPROVAL SHEET**

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Semester \_\_\_\_\_ Credit Hours \_\_\_\_\_

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The following is to be completed by the professor:

1. Please state the exceptional circumstances that justify this independent study course.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Title of the study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Briefly state the subject of the study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Briefly describe the process by which student's accountability will be determined.  
(example: read three books and write a paper, three one-hour conferences scheduled, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professor's Name (please print): \_\_\_\_\_

Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course # and Title: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**“I” (INCOMPLETE) REQUEST FORM**

TO: Student Academic File

FROM: \_\_\_\_\_ Professor

SUBJECT: Granting of “I” Grade

\_\_\_\_\_ will receive an “I” grade in  
(student’s name)  
\_\_\_\_\_ for the \_\_\_\_\_ semester \_\_\_\_\_.  
(course number)

A “Request for Change of Grade” form must be submitted to the Office of the Associate Dean for Academic Affairs within 60 days of the completion of the course (last day of final exams). Students must submit their work, along with the change of grade form, to the instructor on an agreed upon date **prior to** the 60 day deadline so that the work can be evaluated and the grade submitted to the Office of the Associate Dean for Academic Affairs. Failure to do so will result in assignment of the grade of “F.”

Agreed date for submission of work to instructor: \_\_\_\_\_

Deadline for “Request for Change of Grade” form to be submitted: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Professor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean

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---

This request is necessary because of the following circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that failure to remove the “I” within 60 days of the completion of the course (last day of final exams) will result in a grade of “F” to be recorded in my permanent academic file.

\_\_\_\_\_  
Student’s Signature Date: \_\_\_\_\_

cc: Professor  
Student

**Please return this form to the Office of the Associate Dean for Academic Affairs.**

**REQUEST FORM  
FOR EXTENSION OF TIME TO REMOVE "I" (INCOMPLETE)**

TO: TCU Registrar

FROM: Brite Associate Dean

\_\_\_\_\_ Student ID # \_\_\_\_\_  
(Student's Name)

has received an "I" grade in the following course: \_\_\_\_\_  
for the \_\_\_\_\_ semester 20\_\_\_\_\_.

The extension has been granted for the following reason:

The student is expected to complete all work required by the following date: \_\_\_\_\_.  
Failure to do so will result in changing the grade to "F."

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Professor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Professor  
Student Academic File



**REQUEST FOR CHANGE OF GRADE**  
**Brite Divinity School**

To the Instructor: Please submit to the Office of the Associate Dean for Academic Affairs.

Date \_\_\_\_\_ Student ID# \_\_\_\_\_

Please change the grade of \_\_\_\_\_  
(student name)

from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_  
(course number and title)

for the \_\_\_\_\_ semester, 20\_\_\_\_\_.

REASON FOR CHANGE

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Professor  
Student Academic File

**PH.D. TRAVEL GRANT  
INSTRUCTIONS**

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

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

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

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

**PH.D. TRAVEL GRANT  
APPLICATION FORM**

\_\_\_\_\_  
Name \_\_\_\_\_  
Program (BIIN or PTPC)

_____ Entering Semester	_____ Hours Completed	_____ Amount Requested	_____ Have you applied before? When? Amount of Money Received?
-------------------------------	-----------------------------	------------------------------	--

Estimated Breakdown of Expenses \$ \_\_\_\_\_ TRAVEL  
\$ \_\_\_\_\_ REGISTRATION  
\$ \_\_\_\_\_ FOOD / ACCOMMODATIONS

Date of event: \_\_\_\_\_  
**(Note: Travel must take place between June 1, 2015 and May 31, 2016.)**

Description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How participation may help my program or career: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of application \_\_\_\_\_  
Signature

\_\_\_\_\_  
Committee Action \_\_\_\_\_  
Date

### TAPE-RECORDING AGREEMENT

Professors will generally grant permission for students to tape record class lectures for use in personal studies *only*. Before taping lectures, students should ask permission of the professor. Students should realize that lectures taped by the student may not be shared with other people outside the classroom setting without the written consent of the lecturer.

The student should be aware that the information contained in the tape-recorded lectures is protected under federal copyright laws and may not be published or quoted outside the classroom setting without the expressed consent of the lecturer, and if permission is granted in writing, the student cannot make use of the material without giving proper identity and credit to the lecturer. Students agree to abide by these guidelines with regard to any lectures they tape while enrolled as students at Brite Divinity School or Texas Christian University.

**I have read the above paragraphs and agree to the conditions outlined.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_