

# **Doctor of Philosophy in Biblical Studies**

## **Program Handbook**



**LANCASTER BIBLE COLLEGE**  

---

**CAPITAL SEMINARY & GRADUATE SCHOOL**

**The PhD in Biblical Studies Program Description**

The Doctor of Philosophy in Biblical Studies program at Lancaster Bible College | Capital Seminary and Graduate School (LBC|Capital) is designed to prepare twenty-first century professors, teachers, pastors, and missionaries to teach biblical and theological studies in institutes of Christian higher education, the local church, and parachurch organizations and equip them to integrate a significant knowledge of educational technology, adult learning theory, and mediated learning methodology into their teaching roles.

Our PhD in Biblical Studies program has three distinct characteristics:

- Designed for "Life Engaged Learners" – Students can earn a PhD in Biblical Studies in as little as three and a half years without leaving your work or ministry, moving your family, or uprooting your life.
- Internet Enhanced Learning - Using a blended format (online and on campus), this program combines the academic quality you expect with the scheduling flexibility you want.
- Cohort Learning Community - Students will enter the program with a group of 12 to 18 other students, an approach which results in the development of genuine, rich, and deep relationships as students support and serve each other.

Our cohort learning community, blended delivery model, and highest educational quality combine to create an effective learning opportunity for the doctoral student.

To learn more about the PhD in Biblical Studies program, read the Program Prospectus or contact the Program Director:

Dr. Mark Meyer, Program Director for the PhD in Biblical Studies

Lancaster Bible College | Capital Seminary and Graduate School  
7852 Walker Drive  
Greenbelt, MD 20770

MMeyer@lbc.edu  
717.342.7594

## **Introduction to the Handbook**

The *PhD in Biblical Studies Handbook* contains the policies that govern the PhD in Biblical Studies program. The current edition sets the expectations of the students enrolled in this program. Since it is subject to change, students should recognize that changes to this handbook may have an immediate impact on their program regardless of the policies or handbook in place at the time of enrollment. This handbook does not constitute a binding contract on the part of Capital Seminary and Graduate School.

## Table of Contents

<b>DOCTOR OF PHILOSOPHY IN BIBLICAL STUDIES .....</b>	<b>1</b>
<b>The PhD in Biblical Studies Program Description.....</b>	<b>1</b>
<b>Introduction to the Handbook .....</b>	<b>3</b>
<b>1. ADMISSIONS.....</b>	<b>2</b>
1.1 Application Protocols .....	2
1.2 Prerequisites to Program Application .....	2
1.3 Advanced Standing.....	3
1.4 Application Process .....	3
1.5 Application Deadlines & Admission Evaluation.....	4
1.6 Enrollment Limits .....	5
1.7 Matriculation: The First Term of Enrollment.....	5
1.8 Reapplication.....	5
<b>2. ENROLLMENT .....</b>	<b>6</b>
2.1 Registration Process .....	6
2.2 Program Tuition and Fees .....	6
2.3 Financial Aid .....	6
2.4 Orientation .....	6
<b>3. PROGRAM REQUIREMENTS.....</b>	<b>7</b>
3.1 Program Purpose and Core Competencies .....	7
3.2 Overview of the Program Format.....	8
3.3 Academic Requirements .....	9
3.4 The Blended Learning Approach .....	10
3.5 Course Syllabi, Textbooks, and Online Discussions .....	11
3.6 Course Descriptions.....	12
<b>4. PROGRAM PROTOCOLS.....</b>	<b>15</b>
4.1 Assignment Protocols.....	15
4.2 Community Life, Relationships and Expectations .....	16
4.3 Program Status Policies .....	18
4.4 Languages Requirement.....	21
<b>5. QUALIFYING EXAMS.....</b>	<b>23</b>
5.1 Preparing for Qualifying Exams .....	23
5.2 Qualifying Exams Grading Process .....	23
5.3 Exam Day Protocols.....	23
5.4 Exam Evaluation .....	24

<b>6. DISSERTATION PROCESS.....</b>	<b>25</b>
6.1 Preparations for Writing.....	25
6.2 The Dissertation Committee .....	25
6.3 External Readers .....	26
6.4 Dissertation Committee Protocols .....	26
6.5 Preparing the Dissertation Proposal .....	28
6.6 Dissertation and Defense Hearing.....	30
6.7 Submission of the Final Copy of the Dissertation.....	32
<b>7. GRADUATION .....</b>	<b>34</b>
7.1 Graduation Requirements.....	34
7.2 Preparing for Graduation .....	34
7.3 Cap and Gown .....	34
<b>8. UNIVERSAL PROGRAM CALENDAR .....</b>	<b>35</b>
<b>APPENDIX A: PHD IN BIBLICAL STUDIES PROGRAM APPLICATION.....</b>	<b>37</b>
<b>APPENDIX B: BIBLICAL STUDIES DISSERTATION STRUCTURE GUIDE.....</b>	<b>45</b>
<b>APPENDIX C: SUGGESTED TIMELINE FOR MAY GRADUATION .....</b>	<b>49</b>
<b>APPENDIX D: POST-DISSERTATION HEARING CHECKLIST.....</b>	<b>51</b>

# 1. Admissions

## 1.1 Application Protocols

Applicants for the PhD in Biblical Studies program should begin the application process early in order to allow for as much lead time as possible. Some application requirements, such as completing standardized testing and having transcripts sent from other institutions, involve time delays. Applicants who begin early will have a greater chance of completing all of the application steps in time to be considered for admission to the program. Preferred applicants will be those engaged in a teaching or ministry role or those applicants who show exceptional promise for such a role in the future.

Only fully completed application files will be reviewed. This is because a partially completed application does not always give an accurate picture of a student's ability to successfully perform doctoral level work. For example, applicants with borderline grade point averages (GPA) may have significant successful ministry experience. Such an applicant would be evaluated on the basis of both achievements, rather than just the GPA. This comprehensive evaluation might result in the student's admission to the program. Applicants should not assume that a shortcoming in one admission criteria automatically disqualifies them from admission. In reality, significant achievements in other admission criteria may accommodate a shortcoming in another area.

## 1.2 Prerequisites to Program Application

### 1.2.1 General Degree Prerequisites

Applicants to the PhD program must hold an earned and accredited master's degree in an appropriately related field. Applicant's transcripts should reflect a background in biblical, theological, and ministry studies at the master's level. Applicants who have not completed course work in biblical, theological, and ministry studies, including biblical Hebrew and biblical Greek, may be required to successfully complete "leveling" work to equip them for the biblical and theological components of the program.

### 1.2.2 Degree Leveling

Students who are deficient in meeting the above requirements must take additional coursework to attain equivalency. This process is called "leveling." Several options for leveling academic deficiencies are available to students. You should discuss deficiencies with the Program Director of the PhD in Biblical Studies. Equivalency options through the completion of additional approved academic courses include: campus-based courses; web-based courses; taking courses at a Capital Seminary and Graduate School extension site; and completing academic courses at another accredited institution.

The method and timeline for the completion of leveling requirements will be determined by the Program Director. If leveling coursework is completed at an institution other than

LBC | Capital, the student will submit official transcripts to be retained on file by the registrar's office.

### 1.2.3 Grade Point Averages

The minimum cumulative grade point average (GPA) for admission to this doctoral program is equivalent to the letter grade "B," 3.0 on a 4.0 scale. Cumulative GPAs below a "B" usually disqualify an applicant for admission to doctoral research studies at LBC|Capital. However, students with a lower GPA who have significant qualifications in other areas may appeal to the Program Director regarding this requirement. Students with a GPA under 3.0 may choose to take the Graduate Record Exam (GRE) or Miller Analogies Test (MAT) and submit their score with the application. A high score on the GRE or MAT will be taken into consideration in the application process for students who do not meet the minimum GPA requirement. Any exceptions to the GPA requirement will be determined by the Program Director.

### 1.2.4 English Language Abilities

Applicants whose first language is not English must attain a minimum test score of 100 on the internet-based Test of English as a Foreign Language (TOEFL) test. Alternatively, with the approval of the Director of the PhD in Biblical Studies program, students may provide an equivalent demonstration of the ability to read, write, and conduct academic research in Standard English.

## 1.3 Advanced Standing

Applicants with a ThM degree may apply for Advanced Standing. Students who are admitted and approved for Advanced Standing may be exempted from up to three courses. The exact number and type of courses for exemption are selected by the Program Director based on the specific details of the student's educational background. For some students, it may be possible to complete the program with 48 hours of coursework instead of the standard 60 hours.

## 1.4 Application Process

### Steps to Apply

1. Complete the Application Form (Appendix A) and submit it along with the \$40 non-refundable application fee. Applicants must submit with the application a personal testimony of faith in Jesus Christ, describing their personal spiritual journey.
2. Submit Additional Documents
  - Official transcripts from all post-secondary schools attended
  - Three "Recommendation for Admission" forms (see Appendix A; two academic, one pastor)

- 
- 3. Complete Standardized Testing if necessary
  - Optional: Submit official test scores for the GRE or MAT for consideration in cases of low GPA (see Handbook section 1.2.3).
  - Applicants whose first language is not English must also submit scores for the Test of English as a Foreign Language (TOEFL).
- 4. Complete interview and submit research sample
  - All applicants must participate in an admissions interview.
  - Applicants must submit a research paper written at the master's level on a biblical or theological topic.

All items requested on the LBC|Capital application form should be emailed to [Capitaloffice@lbc.edu](mailto:Capitaloffice@lbc.edu) or sent to:

Capital Admissions Office  
901 Eden Road  
Lancaster PA 17601

## 1.5 Application Deadlines & Admission Evaluation

### 1.5.1 Application Deadlines

All application materials must be submitted in full no later than July 15<sup>th</sup> to be eligible for admission for the fall semester.

Applications initiated or completed after this date may be placed on a waiting list. Applications received after July 15<sup>th</sup> may be delayed for admission until the next year.

### 1.5.2 Application Evaluation

Once applicant files are completed in full, applicant profiles will be evaluated in terms of demonstrated and potential ability to complete doctoral studies and doctoral level research successfully. Applicants will be notified of the admissions decision within four weeks of the submission of all application materials.

Five decisions are possible.

1. Full Acceptance: The student is fully accepted. Any leveling requirements will be overseen by the Program Director.
2. Accepted with Deficiencies: The student is accepted into the program with admissions deficiencies identified.
3. Accepted on Review Status: The student is admitted pending further review. This may be because a part of the student's application was incomplete (e.g., a score was not received in time) or because the applicant did not meet one of the admissions requirements.



4. Delay: The student may receive an application delay. This may be due to the program being full, a change in the student's life situation, or an event preventing the student from attending the first program session. Delayed status students will not have to reapply to the program.
5. Declined: The student who is declined will be notified by mail or email. Specific reasons for the decline are not provided.

### **1.6 Enrollment Limits**

The PhD program is limited to 18 students per cohort enrolled in the coursework stage of the program. An additional number of students may be working simultaneously at the qualifying exam and dissertation writing stages of the program.

Prospective students who are offered admission have until August 7<sup>th</sup> to accept or decline the offer of admission.

### **1.7 Matriculation: The First Term of Enrollment**

Prospective students must enroll within one academic year of the term specified on the application. Potential students who wish to delay admission beyond the one academic year window must reapply for admission. This may require the student to retake admissions tests and resubmit all application materials with the exception of transcripts which are already on file. Any exceptions to this will be determined by the Program Director.

### **1.8 Reapplication**

Applicants denied admission to a doctoral research program may request permission for one reapplication upon approval of the Program Director for the PhD in Biblical Studies. Applicants who are denied admission twice will not be allowed to apply a third time. Any exceptions to this will be determined by the Program Director.

## 2. Enrollment

### 2.1 Registration Process

Students who are in good academic and financial standing will be automatically enrolled in the upcoming classes for the next semester by the registrar's office.

### 2.2 Program Tuition and Fees

The program tuition and fees include academic fees and tuition charges. Tuition will not rise during the program. Additional expenses not included in the tuition and fees include books, software purchased by the student, housing, meals, travel, transcript fees, dissertation binding expenses, and continuation fees. For questions about tuition and fees, see the Program Tuition and Fees sheet, contact the Doctoral Assistant, or contact the Solutions Center at [Solutions@LBC.edu](mailto:Solutions@LBC.edu).

### 2.3 Financial Aid

Financing a graduate education can be overwhelming. Our Financial Aid Office is here to help. Together, we will sort through the many sources of funding to find the right ones for you. Call 717.560.8254 or visit [lbc.edu/admissions-financial-aid/](http://lbc.edu/admissions-financial-aid/) to learn more about several financial aid options.

### 2.4 Orientation

An online asynchronous orientation site is available for each incoming cohort of students. The orientation is an online, self-paced training module that introduces students to Canvas, LBC|Capital's learning management system. The module provides information on how to access courses, communicate with instructors and classmates, submit assignments, and more.

## 3. Program Requirements

The PhD in Biblical Studies is a research-based, terminal degree designed to develop biblical research and educational competencies. The PhD in Biblical Studies further equips candidates for teaching roles, faculty roles, and educational leadership in colleges and universities at the undergraduate and graduate level, as well as in churches, mission organizations, faith-based organizations, and non-profit organizations. Experienced ministry educators join a cohort of peers who progress through a prescribed sequence of courses and develop sustainable habits of scholarly inquiry together.

### 3.1 Program Purpose and Core Competencies

#### 3.1.1 Purpose

The purpose of the PhD in Biblical Studies is to further prepare and equip demonstrated ministry practitioners and educators who show exceptional academic promise in the areas of research, writing, and teaching.

#### 3.1.2 Core Competencies

The PhD in Biblical Studies seeks to develop three core competencies in the student. These include Expert Biblical Exegete, Innovator of Education, and Research Scholar.

##### *3.1.2.1 Expert Biblical Exegete*

- This core competency will deepen and sharpen the student's ability to exegete Scripture through advanced training in the original languages of Hebrew, Aramaic, and Greek. The students explore the cognate languages and study textual criticism to expand their knowledge and understanding of the wider foundations of Scripture.
- Students will be enabled to comprehend and analyze Scripture against the backdrop of the languages, civilizations, and literatures of the ancient world in which the revelation of God was first given to humanity.
- Students will be equipped with the exegetical skills needed to effectively discern the teaching of Scripture for the sake of communicating biblical truth to others.

##### *3.1.2.2 Innovator of Education*

- Students will be equipped to think and execute skillfully as classroom and online teachers. Courses focus on the acquisition of the knowledge and skills necessary for comprehending human development processes, learning theory, and the teaching-learning process as they apply to both the classroom and online teaching contexts.
- Students will gain an understanding of adult learning theory and its effective application to the teaching of adults in the changing higher education environment. Students learn how to engage adult learners in face-to-face, online, and blended

teaching contexts. Students explore appropriate teaching models for adult learners in mediated learning environments. As students employ technological tools and blended learning techniques, they further hone the ability to train others to effectively use the same tools and techniques.

### ***3.1.2.3 Research Scholar***

- As a result of completing the PhD in Biblical Studies program, the student will gain the ability to think and execute skillfully as a research scholar and author. This core competency focuses on the development of research skills necessary for the completion of a research doctoral degree. This is accomplished through three primary means: the foundational research course, mentored research, and the dissertation sequence.
- Students may elect one of two approaches to research – the humanities approach most commonly employed in biblical scholarship or an empirical approach, which is often employed in the field of education. All students will take a Biblical Research and Writing Course at the beginning of the program. Students pursuing the biblical instruction dissertation option will also take Empirical Research & Statistics.
- Biblical Research & Writing Course: This course is taken in the first semester to orient the student to the research and writing methods which will continue to be developed throughout the duration of the program. The principles established in this foundational course feed directly into the educational competency as they model the teaching methods from the pedagogical courses.
- Mentored Research: All students are assigned an advisor who will assist them in honing the skill of research during the dissertation writing process. Advisors supervise the student’s research and serve as the chair of the student’s dissertation committee.
- Biblical Research Dissertation Sequence: The dissertation sequence consists of four stages: 1) Reading & Proposal, 2) Chapters 1-2, 3) Dissertation Completion, and 4) Dissertation Defense. Building on the foundation laid in the Biblical Research & Writing Course, this core competency furthers the development of the essential knowledge and thinking skills needed to carry out the entire research process, including identification of the research problem, conducting a literature review, designing the research approach, and writing the dissertation. This core competency also develops the analytical and critical thinking skills needed to evaluate and interpret research findings. This competency culminates with the writing and defense of a research dissertation.

## **3.2 Overview of the Program Format**

Students enter the program as a cohort of students who progress together through the prescribed sequence of courses. Students are physically on campus three times per year—one week in the fall, one week in the spring, and one week in the summer. Seminar weeks will ordinarily occur in October, March, and June. Due to the time-compressed nature of

the on-campus seminar experience, attendance is required at every session to receive credit for the course. Any exceptions to this will be determined by the Program Director.

Students will be involved in online interactions related to each course. These cohort discussions are required and are part of the student's grade for the class. Discussions will take place during the weeks before and after the campus seminar experience. This model enables students to benefit from both online and face-to-face interactions while maintaining the highest standards of academic quality. Online discussions and other learning activities will be led by the professor. On-campus interactions involve open dialogue in face-to-face seminar sessions led by expert faculty members as well as discussions and presentations led by students.

Using the mediated learning model described above, each course has three learning components:

- **Pre-Seminar Component:** During the course weeks prior to each seminar, students complete readings and other pre-seminar assignments. During this component of the course, students are required to participate for a minimum of three hours (per seminar) each week in online discussions led by the professor.
- **Face-to-face Component:** Seminars will be conducted on campus or at an approved extension site using an accelerated format. Each seminar will consist of 24 hours of face-to-face seminar instruction. Research seminars will engage students in critical reflection with the seminar content.
- **Post-Seminar Component:** During the course weeks following the face-to-face component of the seminar, students complete post-seminar readings and research. Students will also participate three hours each week in online discussions led by the professor or students in the cohort.

### **3.3 Academic Requirements**

This program requires a minimum of three and a half years of study and will enable the participant to integrate that study into existing ministry responsibilities. Students who enroll in the degree program will complete 60 hours of academic study consisting of 40 credit hours of core competency courses in biblical and educational studies (10 courses, 4 hours each) plus 20 credit hours of focused, research-related study, including the qualifying exams and the completion of the dissertation.

Classes consist of 16 weeks of coursework. This is typically comprised of 7–8 weeks of online learning, one week of face-to-face engagement in on-campus seminar work (24 face-to-face hours per seminar), and 7–8 more weeks of online learning. Online sessions include instructional methods that engage the learner, such as discussion, presentations, and interactions with precedent literature. The following chart presents the academic requirements to complete the PhD in Biblical Studies.

### Coursework & Core Competencies Chart

Core Competency	Requirement	Credits
Expert Biblical Exegete	BIB903 Old Testament Backgrounds (4) BIB904 New Testament Backgrounds (4) BIB905 Old Testament Exegesis (4) BIB906 New Testament Exegesis (4) BIB909 Old Testament Hermeneutics & Theology (4) BIB910 New Testament Hermeneutics & Theology (4) BIB911 Cohort Elective 1 (4) BIB912 Cohort Elective 2 (4)	32
Innovator of Education	BIB902 Learning & Teaching Theory & Practice (4) BIB913 Contemporary Instructional Methods & Design (4)	8
Research Scholar	BIB901 Advanced Biblical Research & Writing (4) BIB907 Reading French (0) BIB908 Reading German (0) BIB914 Qualifying Exam Preparation (0) BIB915 Dissertation IA: Reading & Proposal (4) BIB916 Dissertation IB: Chapters 1-2 (4) BIB917 Dissertation II: Dissertation Completion (4) BIB918 Dissertation Defense (4)	20
Total Required Credit Hours		60

### 3.4 The Blended Learning Approach

In each course, students pursue lines of inquiry in assignments that are related to both the course topic and individual student research interests.

The goal of the courses is for students to explore the subject matter at a doctoral level in order to inform and equip the student for research in that area. Research papers will involve the study of primary sources to deepen one's understanding of Scripture.

Each course includes:

1. A foundational research component completed online
2. A research seminar component completed in person
3. An advanced research component completed online

#### 3.4.1 Online Foundational Research (Pre-Seminar)

During the first half of the course, prior to the on-campus research seminar, students are required to complete readings and research corresponding to the educational objectives of

that course. Specific assignments are found in the course syllabus available through the program web site.

Students are also required to post responses to the questions asked by the professor as well as regularly reading and responding to other classmate's posts. Quality participation in the online discussion groups is required. Expected time involvement is approximately three hours per week. Frequent participation in the discussion groups is an integral part of each class experience.

### 3.4.2. On-Campus Research Seminar (Face-to-Face)

Research seminars, also called “residencies,” are conducted on campus. The seminars are designed to engage students in critical reflection and dialogue. Each research seminar consists of 24 hours of classroom instruction. The seminar is built upon the foundational research component completed prior to coming to campus and is also preparatory for the advanced research component following the on-campus seminar.

Students are physically on campus for the seminars three times per year. Seminar dates are posted well in advance and are rarely changed. This allows students ample time to make travel plans and arrangements with their employers to take time away from work. LBC|Capital does retain the right to make changes to the calendar as necessary, but students will be informed in adequate time to make adjustments to their travel plans.

Seminars are three days in length, scheduled from 8:30 AM to 5:30 PM. The first seminar begins on Monday morning and continues to Wednesday evening. The second seminar begins Thursday morning and continues to Saturday evening.

### 3.4.3 Online Advanced Research (Post-Seminar)

During the second half of the course, following the on-campus research seminar, students are required to complete readings and research corresponding to the educational objectives of the course. Specific assignments are found in the course syllabus. Online Advanced Research participation expectations and requirements are the same as Online Foundational Research participation (see 3.4.1 above).

## 3.5 Course Syllabi, Textbooks, and Online Discussions

Course syllabi are made available online prior to the course in sufficient time for students to order textbooks and become acclimated to the course.

Doctoral students are expected to be on the cutting edge of knowledge. Therefore, current editions of multiple edition textbooks will normally be used in the research courses.

Foundational research online discussions will start in early September, early January, and the middle of May for the fall, spring, and summer courses, respectively. Discussions may

be paused for one week before the on-campus seminars and one week after the on-campus seminars.

### 3.6 Course Descriptions

#### BIB901 Advanced Biblical Research & Writing (4)

This course focuses on the original research skills necessary for the development of a Ph.D. dissertation. These skills include collecting empirical data, researching topics in foreign languages, documenting data sufficiently, and using approved research methods. Students will complete a research assignment in the area of dissertation interest.

#### BIB902 Learning & Teaching: Theory & Practice (4)

This course is an examination of major theories of learning and their application to teaching methodology and curriculum design. The course provides an understanding of the role of teaching and learning for the purpose of educating a diverse group of students in biblical studies. This course prepares students for teaching in a Christian higher education context.

#### BIB903 OT Backgrounds (4)

This course will explore languages, literatures, and cultures of the Ancient Near Eastern civilizations related to the Hebrew Bible. Students will be exposed to Aramaic, Akkadian, and Ugaritic. Ancient inscriptions, contracts, and a variety of religious texts will be read to enhance a student's understanding of the OT. The impact of archaeological discoveries on the current understanding of the OT will also be studied.

#### BIB904 NT Backgrounds (4)

This course will explore languages, literatures, and cultures of the Intertestamental and New Testament periods. Intertestamental literature, including the Septuagint, will be read to enhance a student's understanding of the New Testament. A variety of background areas will be studied including, but not limited to: religion, philosophy, language, economics, and politics. The impact of archaeological discoveries on the current understanding of the NT will also be studied.

#### BIB905 OT Exegesis (4)

Students in this course will develop advanced skills in exegeting the Hebrew Bible. Various passages of the OT will be translated, analyzed, and outlined, both exegetically and homiletically. A research paper related to the student's dissertation interest will be developed and critiqued by the cohort.

#### BIB906 NT Exegesis (4)

This course reinforces the traditional processes of New Testament exegesis and introduces more recent linguistic approaches with an emphasis on discourse analysis. The major



systems of discourse analysis will be reviewed and applied to New Testament texts. Throughout the course the student will receive coaching in the development of exegetical skills. Various passages in the NT will be visually mapped and analyzed.

#### BIB907 Reading French (0)

This course will provide the student with a basic ability to read French literature pertinent to biblical studies. The focus will be on reading comprehension. Students will be given a competency exam at the end of the course.

#### BIB908 Reading German (0)

This course will provide the student with a basic ability to read German literature pertinent to biblical studies. The focus will be on reading comprehension. Students will be given a competency exam at the end of the course.

#### BIB909 OT Hermeneutics & Theology (4)

Students in this course will study advanced issues related to the interpretation and theology of the Old Testament (OT). Topics include: the value and application of genre analysis to OT interpretation, scholarly challenges in the interpretation of the OT, and contemporary frameworks for understanding and using biblical theology in OT studies.

#### BIB910 NT Hermeneutics & Theology (4)

Students in this course will study advanced issues related to the interpretation and theology of the New Testament (NT). Topics include: the value and application of genre analysis to NT interpretation, scholarly challenges in the interpretation of the NT, and contemporary frameworks for understanding and using biblical theology in NT studies.

#### BIB911 Cohort Elective 1 (4)

With the guidance of the Director of the PhD in Biblical Studies program, each cohort will select a subject for in-depth study which matches the needs and interests of the cohort. Possible topics include but are not limited to church history, specific theological studies, Hebrew poetry, and textual criticism.

#### BIB912 Cohort Elective 2 (4)

With the guidance of the Director of the PhD in Biblical Studies program, each cohort will select a second subject for in-depth study. The course will match the needs and interests of the cohort.

#### BIB913 Contemporary Instructional Methods & Design (4)

This course focuses on the methodology of constructing courses for adult learners in online and blended formats. Students will explore the relationship between technology, research, learning, and teaching and will learn how to teach effectively in online and mediated

environments. This course prepares students to apply these methods in a Christian higher education context.

#### BIB914 Qualifying Exam Preparation (0)

Completion of this course is required prior to taking the qualifying exams. Written qualifying exams will cover the areas of OT and NT Bible backgrounds, OT and NT exegesis, and OT and NT hermeneutics and theology. Students must complete the qualifying exams successfully before beginning the dissertation series. Course content from the PhD in Biblical Studies is studied in a collaborative manner with the goal being comprehensive review.

#### BIB915 Dissertation IA: Reading & Proposal (4)

Under the guidance of the dissertation advisor, students will review the precedent literature in an area of research interest, develop a dissertation topic, and write a proposal which presents the student's research questions and strategy. Once the proposal is approved, the student may proceed to Dissertation IB. Students may not begin research until the Dissertation Committee accepts the proposal.

#### BIB916 Dissertation IB: Chapters 1-2 (4)

After securing topic approval in Dissertation IA, students in Dissertation IB will focus on developing the first two chapters of the dissertation with oversight from the faculty mentor. Once the first two chapters have been approved by the Dissertation Committee, the student may proceed to Dissertation II: Completion.

#### BIB917 Dissertation II: Completion (4)

In Dissertation II: Completion, the student continues to write the final dissertation chapters with oversight and feedback from the Dissertation Committee. Dissertation II may be taken more than once. Students must be continually enrolled in Dissertation II until their dissertation is complete.

#### BIB918 Dissertation Defense (4)

After completion, the Ph.D. student defends the final dissertation in an open hearing. Once the Dissertation Committee has approved the dissertation, the student is recommended for graduation.

#### BIB919 Empirical Research & Statistics (0)

Critical thinking and reflection processes are explored and are applied to research evaluation and interpretation using basic statistical concepts. Students develop the knowledge, skills, and disposition for critical inquiry and research development, preparation, analysis, interpretation, and evaluation.

## 4. Program Protocols

This section of the handbook will provide guidance to you for the completion of program assignments, for relationships with fellow cohort members, and for program policies.

### 4.1 Assignment Protocols

#### 4.1.1 Research Document Prose

Research papers and the dissertation should be written with formal writing prose. Avoid contractions like “can’t” or “don’t.” Instead, use “cannot,” “do not,” etc. Do not use first or second person voice unless instructed to do so in the research assignment. Avoid first person phrases such as, “What do you do with...?” or “I found in my study.” Instead, use third person phrases such as, “What does one do with...?” or “This researcher observed.” Use clear, direct phrases and vocabulary. For instance, “use” is preferable to “utilize,” and “each” is preferable to “each and every.” References to the work of other authors should be written in the “Literary Present.” Further information on research writing will be covered in BIB901 and in the program’s style guide.

A research paper is more than a description of the various resources reviewed. The writer must move beyond the summarization of resources to the critical evaluation of the research materials.

Critical reflection:

1. Identifies the specific strengths and weaknesses of the resources.
2. Describes the validity of the information and the reliability of the sources based on the information reported in other resources.
3. Demonstrates how the sources agree or disagree with each other and/or with other significant positions held by authorities in the subject area.
4. Explains how the research findings impact the discipline(s) from which the topic arises.
5. Draws conclusions based on the evidence presented.

Please Note: Documents with spelling errors and significant English grammar errors will be returned ungraded for revision.

#### 4.1.2 Stylistic Matters

Students in the PhD in Biblical Studies program are required to submit course papers in the format described in the PhD in Biblical Studies Style Guide. The guide is based on the current edition of the *Society of Biblical Literature Handbook of Style* (SBL handbook) and the most recent edition of the *Chicago Manual of Style* (CMS).

### 4.1.3 Submission of Assignments

PhD students are to submit all assignments in digital formats. Some professors may also require hard copy submissions of certain assignments.

### 4.1.4 Academic Integrity

Students in the PhD in Biblical Studies program should have the highest level of academic integrity. For clarification on the policy and procedures related to academic integrity, please refer to the [Academic Integrity Policy](#) for Lancaster Bible College | Capital Seminary & Graduate School.

## 4.2 Community Life, Relationships and Expectations

### 4.2.1 Appointments with Faculty

Students should make appointments directly with the individual faculty member by calling Capital Seminary and Graduate School (866.275.8720) or by email. Appointments with the Program Director are made by calling the same number or made directly via email at MMeyer@lbc.edu. Appointments with adjunct faculty or visiting lecturers should be made directly with the adjunct or visiting faculty member.

### 4.2.2 Calendars

It is the responsibility of the student to take note of due dates, registration dates, hearing dates, and submission deadlines in the completion of degree requirements. Failure to track these dates carefully can cause you to incur additional fees and could delay progress in the completion of your doctoral degree.

### 4.2.3 Community of Learning

Doctoral students are encouraged to abandon any competitive habits acquired during previous years of formal schooling. The purpose of the coursework is to engage the doctoral student in the giving and receiving of ideas, information, sources, and materials in the context of a community of scholarship. Doctoral students are expected to ground their research in significant and pertinent literature, and to share those ideas and resources with their colleagues. This sort of exchange includes sharing foundational research and advanced research manuscripts with other students for analysis and evaluation.

Doctoral students are expected to enter fully into cohort dialogues and to participate constructively in discussions regarding research. This community of scholars will be developed and maintained through the use of email and online discussion groups, as well as through face-to-face dialogues during the face-to-face residency portions of each course.

In the effort to establish a community of cooperative learning, three educational principles are considered essential:

1. The outcome of advanced graduate education is the development of refined, sustainable habits of scholarly inquiry with professional integrity. These habits include engaging in seamless and lifelong learning, as well as discerning, upholding, and accurately communicating truth.
2. Competitive practices and individualistic approaches to scholarly inquiry are considered inappropriate toward the community of learning.
3. The preferred learning environment is one that fosters a community of cooperative inquiry. Faculty and students alike are to be engaged in this learning community toward the development of all participants, not just the individual.

#### 4.2.4 Dissertation Advisor

Doctoral students are assigned a dissertation advisor (also called a “faculty mentor” and first reader). Every effort is made to match student research interests with the areas of expertise of the faculty of the PhD in Biblical Studies program.

Students will be surveyed for their preferences in the configuration of the student’s Dissertation Committee consisting of a dissertation advisor and a second reader. Faculty members are limited in the number of dissertations they can supervise at one time. Doctoral students should discuss the assignment of Dissertation Committee members with the Director of the PhD in Biblical Studies rather than directly approaching any faculty member to ask the member to serve on their Dissertation Committee.

#### 4.2.5 Faculty Advisors

The Program Director will serve as the advisor for students enrolled in the PhD in Biblical Studies.

#### 4.2.6 Email Notifications

All doctoral students receive a free LBC email account. This is the official account for communications. Students are responsible to check this account on a regular basis. Notifications of matters pertinent to the PhD in Biblical Studies are sent to your LBC|Capital account and constitute formal notification to the student.

#### 4.2.7 Open Hearings

Dissertation defense hearings are open to all students and faculty. Open hearings provide an opportunity for doctoral students to engage in observation of hearing protocols and lines of inquiry in preparation for those hearings in the completion of their own program

requirements. Attendance and participation in open hearings are also encouraged for purposes of collegial support of the person whose work is being evaluated.

### 4.3 Program Status Policies

#### 4.3.1 Late Assignments and Academic Warnings

Due to the nature of doctoral studies, late assignments are extremely problematic, as a late assignment impacts your ability to complete the next courses' assignments. You may have an automatic, one-week extension on assignments resulting in a grade reduction (for example, an A- will be reduced to a B). You must notify the professor in writing that you are taking the extension on or before the assignment due date. Work will not be accepted more than one week late under ordinary circumstances.

Students who fall behind in their coursework during the semester due to extenuating circumstances may be granted an extension beyond the normal one-week extension at the discretion of the professor and with the input of the Program Director if necessary. If the extenuating circumstances are not resolved within a relatively short period of time, the student may need to be placed on Interrupted Status (Section 4.3.5). Decisions about Interrupted Status will be discussed with the Program Director.

If you submit course work late on a consistent basis, you will be placed on academic warning. Academic warnings may also be given for work that is substandard or when a student fails a qualifying exam. Two academic warnings may result in academic probation. An academic warning received during or after academic probation may result in dismissal from the doctoral program. Dismissals will be determined by the Program Director.

#### 4.3.2 Audit Policy

Students with Advanced Standing status are allowed to audit select doctoral courses. All other students must take every course for credit. Master's degree students are not allowed to audit doctoral courses or take them for credit.

#### 4.3.3 Assessment of Progress

Although the screening of applicants is intended to discern their ability to complete doctoral studies successfully, some applicants will find their learning style and/or personal circumstances not amenable to the rigors of doctoral level study.

LBC|Capital conducts a series of evaluations at key points in the program of study to protect students from investing time and financial resources into a program they are unlikely to complete successfully.

1. Applicants offered provisional admission due to a weak area in the admission profile are evaluated at the end of the first term of study to determine the feasibility of the student being able to complete the doctoral program

successfully. This evaluation consists of a review of the grades earned in each course plus the self-directed learning skills demonstrated by the students. Students whose classroom performance indicates they are unlikely to complete the remaining program requirements successfully will not be allowed to continue in the program and will be encouraged to explore other types of education as appropriate. The dismissal of a student with provisional admission is determined by the Program Director.

2. The Program Director evaluates all doctoral students at the end of the first year to determine the feasibility of students being able to complete the doctoral program successfully. This evaluation consists of a review of the cumulative GPA plus the self-directed learning skills demonstrated by students. Students whose classroom performance indicates they are unlikely to complete the remaining program requirements successfully will not be allowed to continue in the program and will be encouraged to explore other types of education as appropriate. Any dismissal of first year students will be determined by the Program Director.
3. The qualifying exams are a natural evaluation point in the program of studies.
4. The dissertation defense is another natural evaluation point in the program of studies.

#### 4.3.4 Grading and Academic Probation

A research course grade must be a “B” or above to be acceptable for credit. This grade requirement also applies to pre-approved university study course work completed at other academic institutions.

Any course grade of “B-” or below results in loss of credit for that course, and the student may be placed on academic warning and academic probation. Another course grade of “B-” or below the semester following probation, or any academic warning received during or after probation, may result in dismissal from the doctoral program. Any dismissals will be determined by the Program Director.

A student admitted provisionally or on academic probation must earn a minimum grade of “B” in every research course during the first semester of study in order to remove the provision or probation status. However, a higher minimum GPA for the first semester of study may be stipulated at the time of admission. A grade of “B-” or below may result in dismissal from the program. Dismissals will be determined by the Program Director.

#### 4.3.5 Interrupted Status

In very exceptional cases, when conditions beyond students' control prevent enrollment in courses or working on the dissertation, students may apply for interrupted status. Interrupted status must be granted on a semester-by-semester basis by the Program Director for the PhD in Biblical Studies. If interrupted status is not granted and students do not register for doctoral study, they may be dropped from the program and have to reapply for admission. Previous admission to the program is not a guarantee of readmission.

Interrupted status will significantly delay graduation and may involve an extension of studies and a sizeable continuation fee.

Please Note: Interrupted status does not suspend the monthly tuition payment plan.

#### 4.3.6 Program Transfer

Doctoral studies from another academic institution are not normally transferable to the LBC|Capital PhD program. Appeals will be considered by the Program Director.

#### 4.3.7 Statute of Limitations

The PhD in Biblical Studies degree is designed to be completed in three and a half to five years. This time frame includes all courses plus the dissertation. Students must enroll and pay tuition and fees every semester until the dissertation has been defended and accepted. After five years, a continuation fee is assessed each term. The statute of limitations is seven years from the start of the program. Students may request an extension from the Program Director if extenuating circumstances have interfered with their work on the dissertation.

Students who take more than four years to complete their coursework and/or do not have the Dissertation Committee's approval of their dissertation proposal by the end of the fifth year may be put on academic probation. Students who fail to successfully gain the Dissertation Committee's approval of their proposal by the end of the semester of academic probation may be dismissed from the doctoral program. Dismissals will be determined by the Program Director.

#### 4.3.8 Visiting Student Status

Visiting student status is available for doctoral students at other accredited academic institutions who wish to take one or more doctoral research courses in the campus-based PhD in Biblical Studies program.

A visiting student must be in good standing in his or her doctoral program in order to audit a doctoral course or take a doctoral course for credit at LBC|Capital. The prospective visiting student should contact the Program Director for details about admission procedures and requirements.



#### 4.3.9 Withdrawal

Should students find themselves unable or unwilling to continue in the doctoral program, they must officially inform the Program Director in writing of their intent to withdraw from the program. Official notification can be made via email, fax, or postal mail. Phone calls cannot be accepted as official notification.

The date of receipt of the official notification determines eligibility for and the amount of down payment and tuition reimbursement.

Withdrawal during the first 60% of a course will result in a grade of “W” (withdraw). Withdrawal after 60% of a course will result in a grade of “F” (fail).

The Program Director will be informed of the withdrawal and may acknowledge the withdrawal without prejudice, which would allow the student to reapply and possibly be readmitted to the program at a later date. If the Program Director acknowledges the withdrawal with prejudice, the student will not be allowed to be readmitted to the doctoral program. This decision will be made in writing to the student at the point of withdrawal.

Students who withdraw from the program and are readmitted at a later date must still complete all degree requirements within a total of seven years of study. The seven years of study includes terms attempted prior to withdrawal from the program. Any exceptions to this policy will be made the discretion of the Program Director.

#### 4.4 Languages Requirement

All students entering the PhD in Biblical Studies program must have successfully completed studies in Master’s level biblical Hebrew and Greek with a grade of “B” or higher, or they must make arrangements with the Program Director to complete leveling work. Students who are required to perform leveling work must complete the equivalent studies with a grade of “B” or higher.

Students will be required to complete non-credit coursework in two research languages, French and German, in order to be able to perform doctoral level biblical studies research, with an immediate view to the dissertation. BIB907 Reading French and BIB908 Reading German are included in the coursework of the PhD in Biblical Studies program.

Students who have already completed coursework in French and German may be exempted from taking BIB907 Reading French and/or BIB908 Reading German by demonstrating competence through transcript evidence or by demonstrating proficiency to the satisfaction of the Program Director.

Students who wish to complete dissertation work that would require research in another language, such as Latin or Spanish, may request permission from the Program Director to study that language in place of either French or German. With permission from the Program Director, coursework in these languages may be completed at another institution.

Students must present transcript evidence to verify their studies at another institution following successful completion of their coursework. These studies should be completed prior to the dissertation stage of the PhD in Biblical Studies program. Any language substitutions and any exceptions to this policy must be approved by the Program Director.

Students who have already studied the substitute research language must demonstrate their proficiency in that language through transcript evidence or by demonstrating proficiency to the satisfaction of the Program Director. Any language substitution must be approved by the Program Director.

Requests for permission to substitute a language or to be exempted from BIB907 Reading French and/or BIB908 Reading German will be considered by the PhD in Biblical Studies Program Director.

## 5. Qualifying Exams

Doctoral students must complete the qualifying exams successfully before the proposal can be approved and dissertation data gathering can begin.

### 5.1 Preparing for Qualifying Exams

The qualifying exams affirm a doctoral level knowledge of six major areas of biblical studies that are covered in the following courses: BIB903 OT Backgrounds, BIB904 NT Backgrounds, BIB905 OT Exegesis, BIB906 NT Exegesis, BIB909 OT Hermeneutics & Theology, and BIB910 NT Hermeneutics & Theology. The qualifying exams consist of questions derived directly from the material covered in these courses. These exams may be taken only after the completion of all course work and program competencies.

Further details on the structure of the qualifying exams will be presented in BIB914 Qualifying Exam Preparation.

Qualifying exams are taken within twelve months following the successful completion of all course work. Any exceptions will be made at the discretion of the Program Director.

### 5.2 Qualifying Exams Grading Process

Once students have completed the qualifying exams, the Program Director distributes the completed exams to the faculty members who taught the courses. The faculty members each grade the exam questions pertaining to their areas of expertise. The faculty members then return the graded exams to the Program Director, who informs the students whether or not they have passed the exams. Students who fail an exam may be given one opportunity to retake the exam. Any exceptions to this policy will be made at the discretion of the Program Director.

### 5.3 Exam Day Protocols

Students are encouraged to use a laptop computer to write the exam. Students have the option of bringing their own printer to the exam, sharing a printer brought by other students taking the exam, or printing the exam in the school office. A digital copy of the exam will be immediately sent to the Program Director upon completion of the exam.

The following rules of etiquette are observed during the exam period:

1. Cell phones or other personal electronic devices must be disabled throughout the exam period.
2. Students may take rest breaks inside or outside the exam room but must not disturb other students in the room while doing so.
3. Students may take a beverage into the exam room if the facilities allow food to be consumed in the room.

4. Students may not listen to any recorded media during the exam period.
5. Students may not print an exam in the exam room during the four-hour exam period if other students in the room are still writing the exam.
6. Students who complete the exam early may not engage other students in the exam room in conversation if other students are still writing the exam.

#### **5.4 Exam Evaluation**

The Program Director will notify the student of the grade received for each exam within three weeks of taking the exams.

Students must receive a grade of “B” (3.0) or higher on each component of the exam to pass. A grade of “B-” or below on the written exam will require remedial work determined by the Program Director and the dissertation advisor, which may require retaking the written exam. Remedial work usually takes the form of additional reading and/or research.

A second written exam follows the pattern of the first written exam in all respects. Failure to pass the written exam a second time may result in termination from the program. Any exceptions will be made at the discretion of the Program Director.

## 6. Dissertation Process

Each candidate for the PhD in Biblical Studies must successfully complete a dissertation based on the candidate's own systematic inquiry into an area of biblical studies. The dissertation is intended to: 1) demonstrate the student's competency in research methodology; 2) demonstrate the student's ability to think critically and systematically; and 3) make a significant contribution to the literature base of the field of biblical studies.

### 6.1 Preparations for Writing

The process of writing the dissertation cannot be hurried. It is a progressive investigation of a line of inquiry begun in the research courses. Students first encounter biblical studies research methods in the first term during the BIB901 Advanced Biblical Research & Writing course. In this course, the student receives formal training in research methodologies, including literature review development. Throughout the following courses, students continue to identify potential research areas for the dissertation. In BIB915 Dissertation IA: Reading & Proposal, students will work towards a dissertation proposal, applying the appropriate research methodology learned in BIB901.

After completing qualifying exams, the student formally develops a dissertation proposal that will present the student's research questions and strategy. The student's Dissertation Committee supervises the dissertation writing process, including the writing of the proposal. The Dissertation Committee informs the student of whether the proposal has been accepted or requires revision in order to be accepted.

Face-to-face consultations on campus may be required of the student during the writing of the dissertation.

### 6.2 The Dissertation Committee

The Program Director of the PhD in Biblical Studies assigns the student a Dissertation Advisor (also known as the "faculty mentor" and the first reader) and a second reader who serve as the student's Dissertation Committee. Occasionally, a Dissertation Committee may also include a third reader. Once the student's dissertation topic is approved by the Dissertation Committee, the student may begin writing the dissertation.

Appointments to the student's Dissertation Committee are made based upon several criteria, including the faculty member's area of expertise, the faculty member's dissertation load, the research interests of the faculty member, and the desires of the student. Students will be surveyed for their preferences in the configuration of their Dissertation Committee. While student preferences are honored whenever possible, other criteria may take priority. The final decision regarding the appointment of the Committee is made by the Program Director in consultation with the faculty members and the student. Students are to discuss their preferences with the Program Director rather than directly discussing them with potential Dissertation Committee members.

### 6.3 External Readers

If an external reader is required, the qualified external reader becomes a third member of the Dissertation Committee. The following standards apply to the selection of external readers.

- The external reader must hold an earned research doctorate in the appropriate field of expertise.
- The external reader must be a current or retired graduate faculty member at an accredited academic institution or hold equivalent status if the person is currently serving in a non-academic position.
- An external reader should be used only when the content of the dissertation warrants the feedback of an outside expert. External readers should not be honorary roles for former mentors or colleagues.
- The external reader must be approved by the Program Director. The student does not invite the external reader to serve as a consultant on the Dissertation Committee.
- An external reader who serves as a member of the student's Dissertation Committee will be paid a \$500 honorarium by the student at the completion of the dissertation. This honorarium is sent to the external reader through LBC|Capital with a letter of appreciation from the student. The honorarium is paid only to persons not employed by LBC|Capital.

### 6.4 Dissertation Committee Protocols

The dissertation provides an opportunity for the student to demonstrate a range of acquired research skills, including the ability to work independently, to formulate a proposal, and to carry it through to fruition in the form of a dissertation. The dissertation is the student's work, not the advisor's work. The advisor guides, critiques, and encourages, but does not manage the work. That is the role of the doctoral student. It is important to remember that the research and writing of the dissertation is the student's responsibility.

#### 6.4.1 Dissertation Advisor's Role

The onus of responsibility in the supervision of the development of the proposal and the dissertation falls to the dissertation advisor. The dissertation advisor provides authoritative oversight to the research process and is the chairman of the Dissertation Committee.

The dissertation advisor supervises the development of the research proposal and the dissertation. Additionally, the advisor oversees the research process and serves as the chairman of the dissertation committee. The advisor's task is to guide the researcher through the process of preparing a clean, clear, streamlined, substantive proposal and

dissertation which can stand up to scrutiny during the proposal process and the dissertation hearing. This enables the other reader(s) to focus on the research rather than on editorial or tangential matters.

Dissertation advisors:

- Give advice about the viability of the study and provide clarification regarding the policies and protocols of the dissertation writing process
- Assist in developing the dissertation title
- Discuss a general strategy for the design of the research and possible research methods
- Discuss avenues for the literature search and review
- Suggest helpful literature and other sources
- Oversee the planning of the proposal and dissertation
- Set and maintain the standard of work expected
- Offer input for improvements to draft chapters
- Provide guidance for dealing with outside agencies if necessary
- Warn of major problems, including grammar and style issues
- Give feedback on the argument, analyses, quality, and progress of the dissertation
- Encourage, support, and acknowledge progress
- Alert the student to persistent writing mistakes
- Confirm that all required sections of the dissertation are included, and no required section of the dissertation is missing

Dissertation Advisors do not:

- Suggest a detailed topic or proposal, although they may encourage research in particular areas
- Make decisions for the student
- Tell the student specifically what to write
- Accept a draft for detailed comment less than two working weeks before a deadline
- Provide close editing of spelling, grammar, or punctuation
- Suggest a detailed topic or proposal, although they may encourage research in particular areas
- Allow the student to move forward with a dissertation that is poorly written or missing content, such as the literature review

### 6.4.2 Second Reader's Role

Second readers function in a consultant role. While they receive copies (third readers also receive copies if third readers are assigned) of the proposal as it is developed, they are not required to comment on those copies to the student. Rather, all input from the second reader is channeled through the advisor to the student unless another process is agreed upon by the advisor.

With the permission of the dissertation advisor (first reader), the role of the second reader may be expanded to an ongoing consulting role with the student during the development of the proposal and dissertation. When this occurs, the dissertation advisor must be informed of these consultations and of any changes made to the proposal or dissertation as a result of these consultations.

In general, then, doctoral students should not ask second readers or external readers to read draft editions of individual chapters or the dissertation without the prior approval of the dissertation advisor. Second readers and external readers are only to be consulted on the defense-ready version of the completed proposal and/or completed dissertation unless arrangements are made with the advisor.

### 6.4.3 Phone Calls and Meetings

Students are to make phone appointments for the discussion of dissertation material, rather than making impromptu phone calls or writing lengthy emails. Prior to scheduled phone appointments, students should email the dissertation advisor with a list of the primary questions to be discussed, attaching an electronic copy of the areas of the dissertation under discussion. The more contextual information that is provided, the more accurate the response will be.

Brief emailed questions are appropriate from time to time. However, if numerous questions need to be discussed, a phone appointment should be scheduled instead.

Impromptu phone calls are discouraged, as the dissertation advisor may not be able to devote full attention to the questions if other classroom commitments or appointments are in progress at the time of the call or immediately pending.

Students are responsible for keeping dissertation advisors frequently informed of progress made in the research and writing of the dissertation.

## 6.5 Preparing the Dissertation Proposal

The student works on the dissertation proposal in BIB915 Dissertation 1A: Reading and Proposal. The dissertation proposal is a document in which the student proposes the topic and research design of the dissertation study. The dissertation proposal describes the research question, outlines a proposed approach to the dissertation, and includes an annotated bibliography based on the reading of the precedent literature. Because the



proposal describes future research, future tense should be used in describing the research design.

The student works with the dissertation advisor in the process of writing the proposal, revising it as needed according to the feedback provided by the advisor. Once the proposal is completed, the advisor shares it with the other Dissertation Committee members. The Dissertation Committee approves the proposal or describes any further revisions the student will need to make to gain approval for the topic and approach. If the Dissertation Committee requires changes to the proposal, the dissertation advisor informs the student of the required changes and establishes a deadline for the student to complete the revisions to be resubmitted to the committee. Once the approval of the committee is secured for the student's proposal, the student moves on to writing the first two chapters of the dissertation in BIB916 Dissertation 1B: Chapters 1-2.

### 6.5.1 Timeline for the Dissertation Proposal

While the timeline of students will vary, the following is suggested for students who wish to graduate as soon as possible. Upon the successful completion of the qualifying exams, a working copy of the dissertation proposal should be sent to the dissertation advisor within two months. The dissertation advisor shares the proposal with the second reader to complete the approval process. The dissertation advisor will then return the working version to the student within one month. If no further revisions are necessary, the student then proceeds to the writing phase. For further details on the timeline, see [Appendix C](#).

### 6.5.2 Dissertation Proposal Content

The student writes the proposal in BIB915 Dissertation 1A: Reading and Proposal. The proposal is comprised of the following sections: 1) a description of the topic, 2) a detailed outline of the dissertation, and 3) an annotated bibliography.

In the first section of the proposal, students describe a research question that has not yet been addressed in the worldwide body of literature. A gap in the existing literature on a given topic must be demonstrated in order to confirm the need for more study in that specific area and to justify the study as genuine original research. With a confirmed gap in the literature, the student proposes a specific research question for the topic and a strategy for conducting the research. The goal is for the student to write a dissertation that will fill an existing gap and therefore make a significant contribution to the body of literature in the field of biblical studies.

In addition to describing the literature gap, research question, and research strategy, the first section of the proposal should also include a potential dissertation title (15-17 words maximum), a research purpose or thesis statement, and a brief discussion of the delimitations of the study. Depending on the nature of the topic, a discussion of technical terminology may also be included. Students will consult with the dissertation advisor about whether any other components are needed for this section based on their specific topics.

In the second section of the proposal, the student provides a detailed outline of what will be included in each chapter of the dissertation. The general components of a typical dissertation are found in [Appendix B](#), the “Biblical Studies Dissertation Structure Guide.” Students should refer to Appendix B as a basic guide for the structure of their dissertation, consulting with the dissertation advisor as needed for more specific guidance about how to design the outline for their particular topic.

The third section, the annotated bibliography, will include information on the precedent literature related to the topic, literature which confirms the literature gap, and any other literature pertinent to the study, such as background information or technical literature related to the topic or the research approach. Annotated entries which are written with sufficient content and detail may also be used later in the literature review section of the dissertation itself.

The length of dissertation proposals will vary. The description of the topic and problem should be a minimum of two to three pages. A typical outline will also be two to three pages. The outline should be detailed enough to demonstrate that the student has an appropriate plan for each chapter of the study. The annotated bibliography should include a minimum of thirty of the most key sources on the topic. The proposal does not need to be lengthy, but it must provide enough detail to establish the validity of the research question, confirm the need for the study, and demonstrate the feasibility of the research strategy.

## **6.6 Dissertation and Defense Hearing**

### **6.6.1 Length of the Dissertation**

The text of the dissertation should be no less than 150 pages and no more than 300 pages. These page limitations apply to the chapters of the dissertation and do not include the preliminary pages, appendices, or other referential matters. Students may petition the Dissertation Committee for the waiver of normative length requirements.

### **6.6.2 Preparing the Defense Version of the Completed Dissertation**

The completed dissertation must follow all matters of style as found in the PhD in Biblical Studies Style Guide, which is based on the latest editions of the *Society of Biblical Literature Handbook of Style* (SBL handbook) and *The Chicago Manual of Style* (CMS).

The defense version of the dissertation is due to the Dissertation Committee members a minimum of three weeks prior to the defense hearing.

Please Note: Failure to share the defense version of the dissertation at least two weeks prior to the open hearing may result in the cancellation of the hearing, possibly delaying graduation.

Once the defense version of the dissertation is submitted, no further changes can be made to the document. Students who discover minor changes that are needed in the dissertation

after the defense version is submitted should make note of the changes and identify them during the open hearing.

### 6.6.3 The Dissertation Defense Hearing

#### *6.6.3.1 The Presentation of Findings*

The oral defense of the completed dissertation occurs in an open hearing that includes the student, the Dissertation Committee, student colleagues, and other LBC|Capital faculty. The following guidelines and expectations are designed to aid the student in preparing for the defense hearing.

#### *6.6.3.2 The Presentation of Content*

The dissertation defense presentation must consist of the following PowerPoint slides in the following order:

1. Dissertation Title followed by the Research Purpose Statement
2. Research Questions or Hypotheses as appropriate to the research design
3. Synopsis of the Research Process
4. Analysis of Findings using key tables and figures—meanings proposed by the data should be stated in short one sentence summary statements
5. Research Implications and the Precedent Literature
6. Research Applications
7. Evaluation of the Current Research Design
8. Suggestions for Further Research
9. What the student has learned through the exploration of the dissertation topic

#### *6.6.3.3 Hearing Process and Protocols*

After the student presents and defends the dissertation, the Dissertation Committee deliberates in a closed session. Once the committee has reached a consensus, the hearing reopens, and the committee gives their response. If changes are needed, the committee describes the necessary changes to the student at that point.

Open hearings are recorded in order to free the student to interact with the Dissertation Committee rather than having the student focus on taking notes about any changes needed on the final copy of the dissertation.

#### *6.6.3.4 Potential Dissertation Hearing Presentation Times*

Students wishing to graduate in the May graduation must have hearings scheduled by April 1. Students wishing to graduate in the December graduation must have hearings scheduled by November 1.

#### 6.6.4 Dissertation Evaluation

Students must receive a full consensus of approval from the committee to pass the dissertation defense and graduate from the program. A student who successfully defends the dissertation may still be required to rewrite specified sections of the document as determined by the Dissertation Committee in order to graduate.

### **6.7 Submission of the Final Copy of the Dissertation**

#### 6.7.1 Editing and Approval of Final Draft

The final copy of the dissertation is in essence equivalent to a published book. It must be the highest quality work, free of spelling errors and grammatical errors. It is a professional document that demonstrates the highest caliber of academic achievement and skill. As such, it also reflects the quality of the faculty and the institution granting the doctoral degree. Therefore, students must take care to produce a highly professional, error-free final product.

Once the dissertation has been successfully defended by the student and any required revisions have been approved by the Dissertation Committee, the student will work with the dissertation editor to prepare the dissertation for publication. The editor will provide a close review of the dissertation on matters of grammar, syntax, sentence structure, punctuation, spelling, and style. The student will revise the dissertation and make any necessary changes as directed by the dissertation editor.

#### 6.7.2 Submission of the Final Electronic Copy of the Dissertation

Students must submit an electronic copy of the dissertation as an Acrobat PDF file. An Acrobat PDF file can be created using Acrobat, the full software version of the freeware Adobe Reader available online. The full version of Acrobat keeps all formatting intact. The resulting Acrobat PDF file is readable by both PC and Macintosh platforms.

The electronic copy of the dissertation as an Acrobat PDF file is made available through the LBC|Capital Library. Students may not submit the completed dissertation in any other electronic format. Failure to submit the PDF version may delay graduation.

Students who wish to purchase printed copies of the dissertation may do so through ProQuest. See [Appendix D](#) for more information.

### 6.7.3 Dissertation Submission Forms and Filing for Copyright

Doctoral students must submit the proper forms permitting copyrighting and microfilming at the time the final copies are submitted. These forms are available through LBC|Capital. Students retain copyright of the completed dissertation. Information about copyright law can be found at the copyright.gov website at <https://www.copyright.gov/help/faq/faq-general.html#what>.

The student's account will be charged the requisite and current fees for filing the copyright, microfilming the dissertation by ProQuest, publishing the abstract in Dissertation Abstracts International, binding the original plus the minimum requisite copies of the dissertation, and binding of any additional copies of the dissertation.

Please Note: Students do not submit a check with the submission forms even though the ProQuest form says to do so.

As part of the copyright process, Lancaster Bible College retains the right to reproduce and disseminate the dissertation in any form and by any means for any purposes chosen by the college. This includes use in the classroom as a model for instructional purposes.

### 6.7.5 Dissertation Copyright Page

The copyright page of the dissertation must contain the information in the example below and appear at the bottom of the copyright page in the dissertation.

Student, Joe E. 2014. *Dissertation Title Sentence Style: Follow the SBL Handbook of Style*. PhD dissertation, Lancaster Bible College | Capital Seminary and Graduate School.

Copyright © 2020. Joe E. Student.

All Rights Reserved. Lancaster Bible College has permission to reproduce and disseminate this document in any form by any means for purposes chosen by Capital, including without limitation, preservation, or instruction.

## 7. Graduation

### 7.1 Graduation Requirements

In order to graduate with the PhD in Biblical Studies degree, the student must have fulfilled all of the following:

- Complete all course work with B grade or above in all courses.
- Pass the qualifying exams.
- Successfully write the dissertation proposal.
- Successfully write and defend the dissertation.
- Submit the completed dissertation for publication and binding.
- Fulfill all financial obligations to Capital Seminary & Graduate School.
- Complete the program within the statute of limitations period of seven years.
- Adhere to biblical standards and ethics in one's lifestyle.
- Participate in the graduation and hooding ceremony.

### 7.2 Preparing for Graduation

All financial obligations to the college must be paid in full before a PhD student can graduate. This includes payment for the microfilming and copyrighting of the dissertation.

The electronic copy and microfilming forms must be submitted to LBC|Capital by May 1st in order to graduate in the spring semester or December 1st in order to graduate in the fall semester. Missing electronic copies or microfilming forms will delay graduation until the next semester.

### 7.3 Cap and Gown

The cost of graduation automatically includes the cost of a rented cap and gown. Information on how to be measured for the cap and gown will be sent to graduates early in the semester of graduation.

Doctoral students may wish to purchase their own cap, hood, and gown. The rented cap and gown are only a mortarboard with a basic all black gown. However, the regalia associated with LBC|Capital will reflect appropriate colors for the degree and school.

PhD students who purchase the doctoral gown often opt to have royal blue chevrons on the sleeves and front panels of the gown since this is the traditional color for PhD degrees.

Students planning to order a cap, hood, and gown should do so as early in the semester of graduation as possible so that the regalia arrives in time for graduation. Students who purchase the cap, hood, and gown are still charged the rental fee.

## 8. Universal Program Calendar

The following calendar presents the typical arrangement of courses in the program.

Online Mediated Learning	On-Campus Seminars (24 face to face hours per seminar, two seminars per session)	Online Mediated Learning
<b>Year 1</b>		
<b>Sep 1 – Oct 21</b>	October Seminars (One week on campus) BIB901 Advanced Biblical Research & Writing (4) BIB902 Learning & Teaching: Theory & Practice (4)	<b>Oct 28 – Dec 16</b>
<b>Dec 17 – Jan 7</b> <b>Break</b>		
<b>Jan 8 – Feb 27</b>	February Seminars (One week on campus) BIB903 OT Backgrounds (4) BIB904 NT Backgrounds (4)	<b>Mar 6 – Apr 28</b>
<b>Apr 29 – May 5</b> <b>Break</b>		
<b>May 6 – June 21</b>	June Seminars (One week on campus) BIB905 OT Exegesis (4) BIB907 Reading German (0) &/or BIB908 Reading French (0) or Empirical Research and Statistics (0)	<b>June 29 – Aug 25</b>
<b>Year 2</b>		
<b>Sep 1 – Oct 21</b>	October Seminars (One week on campus) BIB909 OT Hermeneutics & Theology (4) BIB910 NT Hermeneutics & Theology (4)	<b>Oct 28 – Dec 16</b>
<b>Dec 17 – Jan 7</b> <b>Break</b>		
<b>Jan 8 – Feb 27</b>	February Seminars (One week on campus) BIB911 Cohort Elective 1 (4) BIB912 Cohort Elective 2 (4)	<b>Mar 6 – Apr 28</b>
<b>Apr 29 – May 5</b> <b>Break</b>		
<b>May 6 – June 21</b>	June Seminars (One week on campus) BIB906 NT Exegesis (4) BIB907 Reading German (0) &/or BIB908 Reading French (0)	<b>June 29 – Aug 25</b>
<b>Year 3</b>		
<b>Sep 1 – Oct 21</b>	October Seminars (One week on campus) BIB913 Contemporary Instructional Methods & Design(4) BIB914 Comprehensive Preparation and Exams (0)	<b>Oct 28 – Dec 16</b>
	Mentored Research BIB915 Dissertation IA: Reading & Proposal (4) BIB916 Dissertation IB: Chapters 1-2 (4) BIB917 Dissertation II: Dissertation Completion (4)	
<b>Year 3.5</b>		
	Hearings (campus visit) BIB918 Dissertation Defense (4)	

The Universal Program Calendar is a generic course schedule. All dates are approximate and will vary slightly by calendar year. The order of the courses is also subject to change. Specific meeting dates will be announced well in advance of the first course.

Defense hearings for dissertations are scheduled as needed. The timing of defense hearings in the program will depend on the individual student's progress through the program.



## Appendix A: PhD in Biblical Studies Program Application

Please print clearly and with black ink. Please enclose a \$40 check for the non-refundable application fee.

Application Date \_\_\_\_\_

When do you anticipate beginning the PhD program? September 20\_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_

Last,          First,          Middle

Gender  Male  Female

Social Security No. \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace (City/State) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Citizenship  USA  Other (Country) \_\_\_\_\_

If not a US citizen, what is your resident status (you must provide proof of status)?

Permanent  Student Visa  Resident Alien  Other \_\_\_\_\_

Is English your first language?  Yes  No

If no, what is your first language? \_\_\_\_\_

If English is not your first language, a TOEFL score is required.

TOEFL Score Requested?  Yes  No (TOEFL code for Lancaster Bible College is 2388)

Ethnic Status (optional)  American Indian or Alaskan Native  Hispanic  White, non-Hispanic

Asian or Pacific Islander  Black, non-Hispanic

Marital Status (optional)  Single  Separated  Remarried

Married  Divorced  Widowed

## ACADEMIC HISTORY

Please list all institutions attended beyond high school. Include the name of the institution; city, state; degree; program; and dates attended.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Note: An official transcript from each institution is required. Transcripts must be mailed directly from each institution.

Maiden name on transcripts (if applicable) \_\_\_\_\_

GPA (4 pt. scale) on graduate/professional level coursework \_\_\_\_\_

Have you previously applied to LBC|Capital?  No  Yes

Have you previously attended LBC|Capital?  No  Yes

Briefly state your purpose for seeking this Doctor of Philosophy in Biblical Studies.

## TEACHING EXPERIENCE

Are you currently serving in a teaching role?  Yes  No

If yes, what is your current position? \_\_\_\_\_

If yes, in what church or organization are you serving? \_\_\_\_\_

How long have you been in your current position? \_\_\_\_\_

Briefly summarize your teaching experience past and present.

RELIGIOUS EXPERIENCE & AFFILIATION

Name and mailing address of the church in which you presently hold membership:

---

---

---

Name of Pastor/Mentor: \_\_\_\_\_

Are you licensed?  Yes  No Are you ordained?  Yes  No

Have you had missions or overseas experience?  Yes  No

Please describe any experiences you have had in professional Christian ministry, including position, place, and dates served.

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

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

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

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

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

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

## PERSONAL TESTIMONY OF FAITH IN JESUS CHRIST

Along with this application, please submit on a separate sheet a description of your personal spiritual journey. Include any details about your conversion experience and current relationship with Christ.

## EMPLOYMENT & MINISTRY HISTORY

Employer; Position; City, State; Dates; Paid/Volunteer

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

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

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

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

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

## FINANCIAL, LEGAL, AND DOCTRINAL DATA

Have you ever been engaged in legal action regarding your personal finances?  No  Yes

If your answer is yes, please explain.

Is there anything in your financial history (e.g., major pending debts other than house and/or car) of which the College should be aware?  No  Yes

If your answer is yes, please explain.

Have you been involved in any legal action in the last 10 years?  No  Yes

If your answer is yes, please explain.

Are there any matters of special concern in your background (doctrinal, personal, legal, moral, health, felony, or other) of which the PhD admissions Committee should be aware?  
 No  Yes

If your answer is yes, please explain.

I am essentially in agreement with the Statement of Faith of Lancaster Bible College | Capital Seminary and Graduate School as published in the graduate education catalog.  
 Yes  No

If your answer is no, please indicate the area(s) on a separate sheet of paper.

## PERSONAL REFERENCES

Share the following reference link with 2 academic references and 1 pastor:  
[https://lbc.formstack.com/forms/capital\\_doctoral\\_recommendation\\_admissions](https://lbc.formstack.com/forms/capital_doctoral_recommendation_admissions).

Please list the names and titles of persons whom you have asked to serve as references:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## CERTIFICATION

I certify that to the best of my knowledge the information provided on this application and in other admission related documents is true, accurate, complete, and is voluntarily given. I hereby give my permission for this information to be used by Lancaster Bible College | Capital Seminary and Graduate School for the purpose of considering my application, for academic advisement, and for maintaining student records. I fully understand that false or misleading information provided to the college as a part of this application or in the accompanying documents may invalidate the approval process or, if admission has already occurred, may be considered as sufficient grounds for dismissal and/or for the denial or the revoking of an official academic transcript and/or degree. Further, I understand that illegal drug use, homosexual activity, heterosexual misconduct, cheating, abusive behavior, and/or other actions contrary to biblical moral standards or to the college policies also stand as sufficient grounds for denial of admission and/or dismissal at any time from the college.

My signature indicates my understanding of and agreement with the conditions under which this application is made.

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

Please enclose the nonrefundable \$40 application fee payable to Lancaster Bible College | Capital Seminary and Graduate School with your application. Mail to:

Program Director for the PhD in Biblical Studies  
Lancaster Bible College | Capital Seminary and Graduate School  
7852 Walker Drive  
Greenbelt, MD 20770

Lancaster Bible College | Capital Seminary and Graduate School does not discriminate on the basis of race, color, national origin, gender, or disability.

7852 Walker Drive | Greenbelt, MD 20770 | 717.560.8282 or 866.275.8720 [www.lbc.edu/graduate](http://www.lbc.edu/graduate)



## Appendix B: Biblical Studies Dissertation Structure Guide

There are a variety of ways to design a dissertation, depending on the field of study and the nature of the specific topic within that field. In the field of biblical studies, there is a great deal of flexibility in the approach because the topics in biblical studies can be addressed from a variety of different angles. Because there are multiple, legitimate approaches to dissertation design in this field, each student will work closely with the dissertation advisor to design a study that best fits the student's subject matter.

The guidelines given in this appendix are intended to provide students with a general structure to follow as they pursue a specific topic. Based on the feedback of their dissertation advisor, students may want or need to make additions or adjustments to this basic design. Therefore, students should use this guide with the understanding that the final structure of their dissertation may vary somewhat from this general approach.

### Overview of the Dissertation Structure

There are six main divisions in the biblical studies dissertation.

1. Front Matter
2. Introductory Chapter
3. Literature Review
4. Content Chapter(s)
5. Conclusion
6. Back Matter

In this program, the first chapter of the dissertation will always present a variety of introductory matters, and the second chapter will always discuss the precedent literature. Most dissertations in the field of biblical studies will include multiple content chapters following the introduction and literature review. The length and number of the content chapters will be based on the details of the topic and will vary considerably from student to student. The final chapter will always provide the conclusion of the study. The typical biblical studies dissertation will be five to seven chapters long. The final chapter will usually be followed by a number of appendices, and the last section of the dissertation will be the bibliography.

Students will be provided a Dissertation Template with the appropriate divisions for a five-chapter dissertation. Additional chapters may be added as needed. Further information on formatting issues is provided in the PhD in Biblical Studies Style Guide.

### Details of the Dissertation Structure

A detailed description of what will normally be included in the six major sections is below. Depending on the student's topic, not all of these sections may be required for every

dissertation. As always, students should consult with their advisors about which elements to include based on their specific topic and approach.

### Front Matter

- Title Page – required, counted, not numbered. Please Note: The title should be 15-17 words or less, the degree is Doctor of Philosophy in Biblical Studies, and the date is the month, day, and year of graduation on the final copy.
- Copyright Page – required, not counted, not numbered
- Signature Page – required, counted, not numbered
- Abstract – required, counted, numbered with lower case Roman numerals
- Acknowledgements Page – required, counted, numbered with lower case Roman numerals
- Dedication Page – optional, counted, numbered with lower case Roman numerals
- Table of Contents – required, counted, numbered with lower case Roman numerals. Students will be provided a template that includes the Styles and Table of Contents features in MS Word so that the table can be automatically updated when revisions are made to the dissertation.
- List of Abbreviations – required if abbreviations are used in the dissertation, counted, numbered with lower case Roman numerals
- List of Tables – required if tabular data is used in the dissertation, counted, numbered with lower case Roman numerals
- List of Figures – required if figures, pictures, or charts are used in the dissertation, counted, numbered with lower case Roman numerals
- Glossary of Terms – required if special terms are used in the dissertation, counted, numbered with lower case Roman numerals

### First Chapter: Introduction

The purpose of this chapter is to introduce all of the basic elements of the study so that the reader has a solid understanding of the need for the study, the research question, the purpose of the study, and the strategy for the research. The study may be introduced using the categories below. Some introductions may include more or less information than this depending on the details of the topic.

- Overview of the general topic
- Brief discussion of the literature gap
- Presentation of the specific research question
- Description of the research purpose
- Description of the research strategy (methodology) of the study
- Explanation of research assumptions
- Discussion of special terminology if applicable
- Discussion of the delimitations of the study

## Second Chapter: The Literature Review

The purpose of the literature review is multifaceted. The literature review should confirm the literature gap, inform the reader of what is already known about the topic, and provide other technical or background information related to the research question, problem, or strategy.

There are multiple ways to present the literature. Some possible approaches are below. These approaches may be used in combination with one another depending on the topic. The student will consult with the dissertation advisor to determine the best approach for the subject matter of the dissertation.

- Historical Approach – The student presents the work that has been done on a particular subject by a variety of scholars and theologians in chronological order leading up to the present.
- Positional Approach – The student presents the positions of various scholars and theologians on a debated issue, grouping the authors and their works according to the positions the authors hold.
- Categorical Approach – The student presents categories of literature to show how the topic has been handled in various types of books, commentaries, and articles. Alternately, the student may divide the literature into categories of historical, theological, or denominational movements. Other categorical approaches may be devised according to the particulars of the subject matter.
- Technical Approach – The student presents the material found in lexicons, advanced grammars, or other technical works related to the topic or to the research approach.

## Content Chapters

The purpose of the content chapters is to present the research. Here the student describes the data and findings and discusses the analysis of the findings. The length, content, and number of these chapters will vary according to the dissertation topic. Students will work with their advisors on how to present their specific content.

## Final Chapter: Conclusion

The final chapter summarizes the entire study, beginning with a restatement of the research question and purpose and closing with suggestions for further research. Additional components of the final chapter are listed below.

- Restatement of the research question and purpose
- Presentation of the final conclusions of the study
- Evaluation of the research design
- Discussion of the research implications
- Discussion of the research applications
- Suggestions for further research

## Back Matter

- Appendices, if applicable
- Bibliography

## Appendix C: Suggested Timeline for May Graduation

The final courses for the program are taken in the fall of the third year and end in December. Once students have successfully completed all coursework and passed the qualifying exams, they may begin the Dissertation Series. While graduation dates will vary among students, those who wish to graduate within 18 months of completing their coursework should note the following suggested timeline for writing the dissertation.

### **BIB915 Dissertation IA: Reading & Proposal**

In this course, students begin the literature review and develop the Dissertation Proposal, which presents the student's research questions and strategy. The PhD in Biblical Studies director will assign the student a dissertation advisor based on the student's area of interest. The student will work with the advisor in the development of the proposal.

- January: Begin discussion with the Program Director about the specific area of research interest and potential dissertation committee members (advisor and reader(s)).
- February: Develop the research question and begin the literature review.
- March: Continue the literature review, write the research proposal, and develop the annotated bibliography.
- April: Submit initial Dissertation Proposal to the dissertation committee for review and feedback. Revise as necessary and resubmit. Move forward to BIB916 once approved.

### **BIB916 Dissertation IB: Chapters 1-2**

In this course, students will continue the literature review and develop the first two chapters of the dissertation.

- May: Continue literature review. Begin to write the first two chapters of the dissertation.
- June: Continue writing the first two chapters. Submit them to the dissertation committee for feedback.
- July: Revise, as necessary.
- August: Resubmit and move forward to BIB917 once approved.

### **BIB917 Dissertation II: Completion**

In this course, students continue to write the dissertation in consultation with the Dissertation Committee.

- September – October: Continue writing the dissertation.
- November: Submit the final chapters to the dissertation committee for feedback. Revise as necessary.
- December: Resubmit and move forward to BIB918 once approved.

### **BIB918 Dissertation Defense**

In this course, students make final revisions to their work, defend the dissertation in an open hearing, implement any changes required by the committee following the defense hearing, work with the dissertation style editor on a final version, and submit the final version by May 1<sup>st</sup> in order to graduate in the spring graduation ceremony.

- January: Dissertation submitted to the dissertation advisor for edits and revisions.
- February 1: Final edited version submitted in preparation for the defense hearing.
- February 21: Dissertation defense hearing.
- March 1: Defense hearing revisions completed. Dissertation submitted to the dissertation editor for the style editing process.
- May 1: Final date to submit the final version of the dissertation in order to participate in the spring graduation.
- Mid-May: Graduation.

The schedule outlined above presents an ideal timeline for the dissertation writing process. Some students will take longer to complete the process.

Students who have successfully defended the dissertation and completed all stages of revision except for the dissertation style editing process may be allowed to participate in the May graduation ceremony and receive a mock diploma. The final diploma, transcripts, and official credential will be granted after the fully edited, final version of the dissertation has been approved and all related fees have been paid to the school.

## Appendix D: Post-Dissertation Hearing Checklist

Upon completion of a successful dissertation hearing, students will take the following steps.

### Manuscript Editing

If you are required to make revisions, make the revisions, and then send the revised dissertation to your advisor and reader(s) for approval. Once your changes are approved, you are free to proceed to the clean pass steps below.

After the revisions are made and approved, you are free to apply for graduation at the following link: <https://www.lbc.edu/graduation/index.html>. You will receive a copy of your diploma; the official one will be given to you once you complete the following items.

- Note: You are required to make your changes in track changes so that your readers can quickly see the original version and the updated one.
- Important: The student is responsible for inserting the dissertation signature page into the final version prior to sending the final digital copy to the Style Editor (see next paragraph).

If you are granted a clean pass on your dissertation, make final edits to the dissertation then send a digital copy to the Program Director who will then send it to the program's style editor. The style editor will read through your dissertation for any final edits.

- Note: Your dissertation should already be a clean copy. The editor's role is to read through it for any specific issues that might have been missed.
- This process may take several months depending on the length and complexity of the work and the nature of the errors to be corrected.

### Copyright Information

If the student wishes to formally apply for a copyright, the student would need to pay for it. LBC does not pay for copyright since it is the student's ownership of their work. The language that is stated in the person's dissertation protects their work.

Copyright © 2020. Joe E. Student.

All Rights Reserved.

## Publication of One's Dissertation

Dissertations are published free-of charge through two archival entities: ProQuest and Tren. The student is responsible to register his/her dissertation to both organizations by following the steps contained in the link below:

ProQuest: <http://www.etsdadmin.com/lbc>.

For ProQuest, there are two options: Traditional or Open Source. According to their website, "Traditional Publishing is the option UMI Dissertation Publishing has always supported. Open Access Publishing is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work. (Note that there is a \$95 fee for Open Access Publishing.)" Either option is fine. It is the student's decision as to which option is best for them.

Once you register your work, you need to contact the LBC registrar's office to approve the publishing of your dissertation. Your dissertation is not published until this step is finalized.

## Purchasing Dissertations

Bound copies of one's dissertation can be purchased through ProQuest. When you upload your dissertation for publication, you will be asked if you wish to purchase a copy. You can then select the number of copies you would like. If you do not purchase at this point, you will have to wait until after the dissertation is published, typically a few weeks.

## Degree Conferral

Once you have completed the aforementioned requirements and paid off any outstanding student balances, your degree is conferred. At this point, you will officially receive your doctoral degree. Your official diploma will be sent to you or given to you at graduation.