

Doctor of Missiology Program Process

Items may be date sensitive, always check the Doctor of Missiology Program Calendar for specific deadlines

1. Admission

- Submit applications to SBTS Office of Admissions **and** the Office of Professional Doctoral Studies
- Request official transcripts of all previous educational institutions
- Complete Test of English as a Foreign Language (TOEFL) if required
- Submit documentation of missionary service
- Secure a faculty supervisor from the Billy Graham School
- Successfully complete qualifying examination
- Successfully complete applicant interview
- Receive notification of admission from the Office of Professional Doctoral Studies

2. Coursework

- Language Requirement
- Graduate Research Seminar (81020)
- 4 Colloquia
- 8 Seminars
- Empirical Research and Computer Application (81160)

3. Preparation for Comprehensive Examinations

- Comprehensive examinations may not be taken until the semester following the successful completion of all coursework*
- Submit *Declaration of Intent to Take Comprehensive Examinations* (appendix) to the Director of the D.Miss. Program
- Secure tentative examinations questions from Director of the D.Miss. Program

4. Complete Comprehensive Examinations

- The comprehensive examinations are given as four one-hour examinations.
- The student will complete two exams each day over the course of two days.
- Each professor grades the response for the question he submitted and submits the grades to the student's faculty supervisor within a week of the examinations.
- The student will receive the grade report from his/her faculty approximately a week following the examinations.

5. Prospectus

- Students may not begin work on the prospectus until successful completion of the Comprehensive Examinations.***
- Submit completed prospectus to the student's faculty supervisor within six months of completing the comprehensive examinations
- Submit Ethics Research Request (<http://leadership.sbts.edu/ethics>) to the Research Ethics Committee to secure approval for proposed research methodology
Students may not conduct any research prior to securing approval for the dissertation and methodology by the Research Ethics Committee

- After securing faculty supervisor approval of the completed Prospectus, submit the original and 3 copies to the Billy Graham School office for your Dissertation Committee approval.
- Upon approval from your Dissertation Committee, the prospectus is reviewed for approval by the Director of Professional Doctoral Studies and the title is submitted to the seminary faculty.
- *Research and/or writing of the dissertation **may not** begin until full approval for both the dissertation and research methodology is given by the student's faculty supervisor, Dissertation Committee, Director of Professional Doctoral Studies, the seminary faculty, and the Research Ethics Committee.*

6. **Dissertation Writing**

- Begin writing the dissertation in accordance with the approval and guidelines submitted by the approving individuals and offices in the prospectus review process
- Each chapter is to be written individually and submitted to the student's faculty supervisor upon its completion.
- The faculty supervisor will review the chapter and return it to the student with his approval or necessary corrections.
- **The student may not begin to write a subsequent chapter until the faculty supervisor approves the previous chapter.**
- Chapter 2 is submitted to the faculty supervisor as well as the Office of Professional Doctoral Studies for review by the seminary style reader.
- The seminary style reader will send the corrected copy to the student who is expected to incorporate all corrections and recommendations into all subsequent chapters.
- *If the seminary style reader discovers that the project has not been formatted to the seminary style guidelines, the project will be returned to the student for reformatting and resubmission before writing may proceed. This may very well delay the student's graduation date.*

7. **Completion of Dissertation**

- Secure faculty supervisor approval of the completed dissertation
- Submit 5 unbound copies to the Office of Professional Doctoral Studies
- The committee members will assign a grade to the project and return it to the faculty supervisor.
- The faculty supervisor will average the grades assigned by the individual readers, resulting in the final dissertation grade.

8. **Oral Examination**

- The Office of Professional Doctoral Studies will schedule the oral examination in conjunction with the student and professors on the committee.
- The examination will be scheduled for at least two weeks after submission of the 5 final copies
- The oral examination is an intensive verbal critical examination of all aspects of the Research Dissertation.

- The Oral Examination will be given and graded by the student's Dissertation Committee.

9. Final Dissertation Submission

- Complete all changes & requirements stipulated by the Dissertation Committee
- Submit 5 copies of the final dissertation to the Office of Professional Doctoral Studies. One copy must be printed on 100% cotton paper; the others may be on standard printer paper.
- Submit proper forms for copyrighting and microfilming
- Submit *Field Research Dissertation Report* (appendix) to the Director of the Doctor of Missiology Program