



**AGTS Doctor of Philosophy
In Biblical Interpretation and Theology**

Participant Handbook Policy Guideline Manual

2020-2021 Edition

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This version of the participant handbook replaces and supersedes all previous versions of this document.

This publication is accurate at printing, though not comprehensive, in the policy statements which includes, the provisions of this publication are not to be regarded as irrevocable terms of the contract between administrators, faculty, and staff of AGTS. Changes are effected periodically in general regulations and academic requirements. There are established procedures for making changes—procedures, which protect the interest and welfare of individual administrators, faculty and staff, students, and the Seminary’s integrity.

The latest version of this document is always available on the AGTS **Doctor of Philosophy in Biblical Interpretation and Theology Web Page** <http://www.agts.edu/PhDbt/index.html>. For topics not covered in this document, please refer to the AGTS Catalog, EU Student Handbook, or contact the Doctor of Philosophy in Biblical Interpretation and Theology Office.

A Word from the Doctor of Philosophy in Biblical Interpretation and Theology Leadership Team...

Welcome!

We are pleased to have you as a part of the AGTS PhD in Biblical Interpretation and Theology program (PhD BTH). You are a part of the growing number of Christian leaders who desire to develop scholarly leadership in biblical studies, theological studies, and as learned practitioners in other areas of service to the church. This program exists to equip Spirit-empowered scholars for global, academic, and ministry leadership.

This Participant Handbook has been prepared especially for you by the PhD BTH office. It is designed to provide information about Seminary policies, procedures, and services specifically related to the PhD BTH program. We trust that this will answer many of your questions as you work through your degree. All participants are encouraged to read the handbook and retain a copy for their reference.

If you have any questions regarding the handbook, or any other matter that may arise related to your program, please feel free to contact the PhD BTH office (417-865-2815 ext. 8870 or agtsphdbt@evangel.edu).

We look forward to working together with you. It is our desire that the PhD BTH program will produce equipped and empowered scholars to lead the global church.

In His service,



Dr. Paul Lewis
PhD Program Director



Joe Arnold
PhD BTH Program Coordinator

The Doctor of Philosophy in Biblical Interpretation and Theology Degree

Program Overview

- The PhD in Biblical Interpretation and Theology (PhD BTH) is an advanced, rigorous program integrating New and Old Testament interpretation with the disciplines of both biblical and systematic theology.
- The program provides for original research and scholarship in one of three specializations: New Testament Interpretation and Biblical Theology, Old Testament Interpretation and Biblical Theology, or Biblical Interpretation and Systematic Theology.
- The PhD BTH is intended for exegetically and theologically knowledgeable students desiring to prepare for scholarly theological leadership in the church. The program's special emphasis on the integration of hermeneutics, exegesis, and theology reflects the central role that theology plays in the life of the church. Our students engage in advanced analysis of the reciprocal influence of hermeneutics, exegesis, biblical theology, and systematic theology. The development of well-grounded biblical theologians in today's church is all the more vital as the church interacts with a rapidly changing, vastly challenging global culture.
- While the program includes an examination of hermeneutics and theology within the Pentecostal tradition, it also is designed to explore biblical scholarship within a broader, evangelical framework, thus preparing individuals for service to the church and academia in diverse contexts.

Program Values

These values inform our mission and program:

- The authority and inspiration of Scripture.
- The integration of exegesis, biblical theology, and systematic theology.
- Global perspectives, learning from Christian leaders around the world.
- The primacy of the local church.
- Faith that pioneers new intellectual territory.

Theological Axioms

Rooted in the Four Pillars of Purpose:

- Missiology: We are part of the Mission of God revealed throughout Scripture, fully realized in the life and work of the Lord Jesus Christ and carried forward in the Great Commission to evangelize the nations.
- Doxology: We exist for the glory and pleasure of the Triune God.
- Ecclesiology: We are committed to the local and global church that is the primary agency for discipleship.
- Pneumatology/Eschatology: The Holy Spirit is presently transforming people and structures as we await the return of Jesus Christ.

Mission

With the help of God, the PhD BTH program trains scholars who will bring leadership:

- To local churches around the world;
- To academic institutions within the Assemblies of God and the global Christian Community;
- To the broader academic and ecclesial network through excellent research, writing, speaking, and other collaborative efforts; and
- To a world in need of an authentic and contemporary expression of the gospel in the power of the Spirit.

Learning Environment

- Personal mentoring and partnering is the heart of this program.
- Intensive classes and seminars that use a global faculty.
- Opportunities for publication in all classes and tutorial settings, from the first term through the dissertation.
- Immediate application in current ministry contexts and preparation for expanded academic and spiritual leadership.

Program Summary

Year One:

- Complete 16 units of course work (4 classes)
- Work on/complete any specific language requirements

Year Two:

- Complete 16 units of course work (4 classes)
- Language Requirements satisfied

Year Three:

- Complete 16 units of course work (4 classes)
- Dissertation Proposal preparation begins
- Preparation for Comprehensive Exam begins

Year Four:

- Comprehensive Exams completed – Advancement to Candidacy
- Dissertation proposal accepted and approved by department – research and writing begins

Year Five – Seven:

- Dissertation writing continues
- Dissertation approved by the doctoral team
- Oral Defense of the Dissertation
- Graduation

Additional Program Details:

1. GRE numbers acceptable: See Appendix 4 at the end of this document. Ideally, the student should be coming in with an average score between 600/160 verbal and a combined 1200/308 score approaching these may be acceptable by the BTH Committee on a probationary basis.
2. There is a 30% discount for fully appointed AGWM or AGUSM missionaries to the PhD BTH program.

Program Duration

An average student load is 12-16 credits per year. Full-time status requires a minimum of four credits per semester. Usually, students can expect to complete the coursework within three to four years. The timeline for those who receive provisional admission, meaning the student is deficient in a prerequisite such as one or more of the language requirements, or theology/church history, is anticipated to be longer. The student is allowed seven years to complete the program. Annual extensions are allowed with BTH Committee approval with a final deadline of a max of 10 years (unless an “interruption” is granted, see below). After the seven years, extension fees will apply. A formal written request to the BTH Committee will need to be submitted in order to grant a one-year extension to the program, for each year after the seventh year. A PhD student may petition the BTH Committee for a one to two-year “interruption” to their academic program under extenuating circumstances (e.g., personal or family health issues, change of field or assignment). If approved by the BTH Committee, the interruption pauses the academic demands of the program (i.e. the interruption time does not count as part of the years in program).

Continuation Fees:

The program is designed to be completed in seven years, with a maximum time limit of ten years. (See “Program Extensions” in Academic Policies section for further details.) If a participant extends beyond the seventh year, the following fees will apply-Year 8 (continuation fee) \$500, Year 9 (continuation fee) \$1000, Year 10 (continuation fee) \$1500. A special petition to the PhD. BTH Department and the Dean is required for continuation beyond the seventh year.

How Will I Progress Through the Program?

The PhD BTH program is structured on a seven-year, full-time model, consisting of three to four years for the course work followed by an additional two to three years of comprehensive exams and dissertation research and writing. Courses are offered three times per year in a modular format on the campus of the Assemblies of God Theological Seminary, Evangel University. The program may be completed in six years if the student has exceptional biblical and modern language skills and no entrance deficiencies; however, the average time to complete the program is anticipated to be approximately seven years.

Please note for reference, the Readings Courses are regular courses, and function similarly as Directed Research courses (DRs), but do not count as a DR. The three available Readings Courses are:

1. Readings in New Testament Interpretation and Theology
2. Readings in Old Testament Interpretation and Theology
3. Readings in Systematic and Historical Theology

The student needs to complete two of the Readings Courses for the program. The program allows for two DRs only. A DR is an area of personal study on a topic with a professor or expert, apart from the Readings Courses, for an in-depth study. A DR is set up with a professor, and a form is filled out for approval and submitted to the AGTS Registrar. (Please see the forms link on the AGTS website, <https://agts.edu/current-students/administrative-forms>).

Course Rotation*

2016	February 22-26 (Core3)BTH905 Biblical-Theo Models and Methods (Oss)	June 6-10 BNT941 Studies in the Synoptics and Acts: Luke-Acts (Mittelstadt)	June 13-17 (Core2)BNT901NT Use of the OT (Nunnally)	October (Core4)BOT902 Literary Methods (Gill)
2017	February 27-March 3 (Core1)BTH903 Hermeneutical Frameworks (Hernando)	June 5-9 BNT 943 Studies in the Writings of John (Berg)	June 12-16 (Core5)BTH906 Biblical Theology of the Holy Spirit (Railey)	October 16-20 BTH943 History of Pentecostal Theology (Lewis)
2018	February 26-March 2 BNT942 Studies in the General Epistles (Hernando)	May 7-11 (Core2)BNT901NT Use of the OT (Nunnally)	June 11-15 BOT941 Studies in the Prophetic Writings: Isaiah (Medina)	October 15-19 (Core3)BTH 905 Biblical Theological Models and Method (Oss)
2019	February 25-March 1 (Core4)BOT902 Literary Methods (Gill)	June 3-7 BTH 941 Epistemology and Christianity (Schmidly)	June 10-14 (Core5)BTH906 Biblical Theology of the Holy Spirit (Railey)	October 21-25 BOT943 Studies in the Pentateuch and Historical Books: Law (Cotton)
2020	February 24-28 (Core1) BTH 903 Hermeneutical Frameworks (Hernando)	June 1-5 BTH 922 Biblical Interpretation and Science (Johns)-- Postponed	June 8-12 BNT 941 Studies in the Synoptics and Acts: Luke-Acts (Mittelstadt)	October 19-23 (Core3)BTH 905 Biblical Theological Models and Methods (Oss)
2021	February 22-26 BOT 942 Studies in the Psalms and Wisdom Lit: Psalms (Musy)	June 7-11 (Core2) BNT901NT Use of the OT (Nunnally)	June 14-18 BTH 922 Biblical Interpretation and Science (Johns)	October 18-22 (Core4) BOT902 Literary Methods (Gill)
2022	February 21-25 (Core5) BTH 906 Biblical Theology of the Holy Spirit (Railey)	June 6-10 NT Elective	June 13-17 (Core1) BTH 903 Hermeneutical Frameworks (Hernando)	October 17-21 Theology Elective

*Course rotation is tentative and subject to change.

Comprehensive Exams

The comprehensive exams for the PhD in Biblical Interpretation and Theology are the certification of the successful sustaining of the required course work for the program and preliminary to beginning the formal dissertation phase of the program. Thus, they are available to the student after completing the required twelve courses (48 credits), satisfying the language requirements (biblical and modern research), and satisfying any co-requisite expectations identified for the student at the beginning of the program. For tracking purposes, if the student fails, the grading professor can make a recommendation for a re-take timeline. Policy will suggest that 90 days be given to study for a re-take. The proposal for dissertation will be put on hold until the requirement is fulfilled. Please check the AGTS Catalog (<http://agts.edu/wp-content/uploads/2020/09/2020-2021-Catalog-5.1.pdf>) to make sure you understand that the Comprehensive Exams are not a credit course and that may affect Financial Aid.

1. The comprehensive exams will focus on four areas within the specialization the student has chosen.
 - a. At or before beginning the last of the twelve hours in the program (at least six months before the desired time for taking the comprehensive exams), the student, in consultation with his/her Academic Advisor, shall select the four areas from which exam questions shall come. Two exams must be from the core classes, one from the area of specialization (Readings class in this area), and one chosen by the student. The areas selected will be those related to the area of specialization chosen by the student for the program (New Testament Interpretation and Biblical Theology, Old Testament Interpretation and Biblical Theology, or Biblical Interpretation and Systematic Theology [or Historical Theology]).
 - b. The PhD BTH Program Coordinator (agtsphdbt@evangel.edu), with the Academic Advisor, will ask for the selections, and the professors of courses in those areas will be asked to submit sample questions or topics from which the comprehensive exams will come. The sample questions/topics can be derived from course lectures, pre-class or post-class assignments, and in-class presentations. The Required and Recommended textbooks and Bibliographies provided in course syllabi will be important in preparing for the exams, and the professor may add other assigned reading. The number of sample questions/topics are determined by the professors of the courses, but should be at least four and no more than twelve questions/topics for each area examined.
 - c. The PhD BTH Program Coordinator will collect the sample questions and provide them to the student as a guide in preparing for the comprehensive exams. The PhD BTH Coordinator will also maintain a file of the sample questions.
2. The student shall contact the PhD BTH Program Coordinator to arrange a time for taking the comprehensive exams and register (BTH 998) for the exams.
 - a. The initial contact to arrange for taking the comprehensive exams should be at least two months prior to the desired time. Upon this contact, the professors of the selected courses will be asked to submit at least one question each from the sample questions/topics provided earlier to be compiled for the comprehensive exams.
 - b. The student should plan on three days for taking the exams—two full days of testing (four hours in the morning and afternoon) with a day off in between. If the student prefers, the exams can be done without the day off.
 - c. The comprehensive exams can be taken either on the AGTS campus or off-site.
 - i. If taken on the AGTS campus, comprehensive exams will be offered in October, February, and June (or at other times if available to come to campus), in connection with the regularly scheduled module courses of the program. Arrangements will be made with the Program Coordinator.

- ii. If taken off-site, the student must arrange for an acceptable proctor for the exams. The student must submit the information about the proctor to the Program Coordinator one month before the time for the exams. The proctor must be approved by the Program Director.
 - iii. The Program Coordinator will arrange the logistics for taking the exam and convey that information to the student. A Proctor Statement of accountability will be sent in advance to the Proctor for signature. The exam questions will be sent to the proctor, who will administer the exam, and return the completed exam(s) to the Program Coordinator. The proctor should retain copies of the exam answers until assured that the answers have been received by AGTS.
 - iv. If the exams are to be written on a computer, the expectation is that nothing stored on the hard drive, or obtained via the internet shall be consulted during the writing of the exam. A signed affirmation from the proctor must accompany the completed exams when they are sent to the Program Coordinator.
 - v. The Program Coordinator will send the exams to the professors who submitted the questions for grading, compile the grades when submitted, and notify the student of the results.
- d. Each of the four comprehensive exams will be graded as Pass, Pass with Reservations, or Fail. Please note that the Registrar will only issue a Pass or Fail for a transcript. All four exams must be passed before the student can begin the dissertation phase of the program.
- e. The professor who submitted the exam questions will grade their respective exam. They are expected to return the grade to the Program Coordinator within a three-week period, if possible.
- i. If there is a Pass with Reservations, the professor should respond with comments that would be constructive, and offer further growth and enhanced learning. These can be submitted to the Program Director and will be passed on to the student.
 - ii. If a “pass with reservations” or a “fail” is awarded, the professor can request as a follow up to assure themselves of the student’s comprehension by having: 1. An oral clarification of the exam (by phone, skype or in-person if available); 2. A written clarification of the area(s) of the original answer that is unclear; or 3. A written essay on the area in question to demonstrate that the student understands the concept(s). If the professor is not satisfied with these results or if the original ‘fail’ is sufficiently problematic, then the grade is a ‘fail,’ and the student should petition the PhD Program Director to retake the exam.
 - iii. If a student fails one or more of the comprehensive exams, she/he may petition through the Director of the Program to retake the exam(s). Should the PhD BTH Committee grant the petition, a new question (or questions) over that area (or those areas) will be selected for the student, and arrangements will be made for the re-take.
 - iv. A second failure will result in termination from the PhD BTH Program.

Dissertation Guidelines

Introduction

1. Students are encouraged to make preparations for their Dissertation Proposal upon entering the program, but formal submission of the proposal should take place no earlier than the completion of 48 units of course work, the satisfaction of language requirements (biblical and modern research), and satisfactory completion of the comprehensive exams.¹
2. Students should choose a topic and prepare their proposal in consultation with professors and especially their PhD Proposal Advisor (who is appointed by the PhD Director) who will provide feedback and suggestions for content.²
3. The actual documentation and format requirements for the dissertation proposal itself will accord with the latest edition of Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. Chicago: University of Chicago Press, *Society of Biblical Literature Handbook*, 2nd ed., and *AGTS Style Guide* (this can be found on the AGTS website).
4. Communication is the key to the whole process:
 - a. When the student has heard from the Proposal Advisor and copied the Program Coordinator on the confirmation, the student will submit their proposal to the PhD Proposal Advisor.
 - b. The PhD Proposal Advisor will send the proposal to the other two members for comments, and once any modifications or corrections have been made to the proposal, a copy will be sent to the Program Director and the Program Coordinator.
 - c. Upon receipt of this, the Program Director will take the proposal and the proposed Dissertation Committee names to the next BTH Committee meeting for final approval of the proposal, or contingencies, and approval of the committee or alternates.
 - d. The Program Coordinator will email the approval, contingencies or adjustments after the meeting. The BTH Committee meets monthly from September through April.
 - e. The student will work with the approved Dissertation Chair and then move forward through the processes of the dissertation from theme to chapters.
 - f. The other two approved Committee members will be Readers and will come into the process mainly near the completion of the dissertation.
 - g. As a practice, the student should always keep in full communication with the Dissertation Chair.
5. The student will pay for 12 hours of dissertation by four hours each semester over three semesters (and will pay this total even if the dissertation is finished earlier than three semesters). If the dissertation is not completed even in the time limit of seven years-
 - a. A formal extension request for each year is submitted to the Program Director to be approved by the BTH Committee.
 - b. Note the catalog for updates to extension fees.

¹ While dissertation-related research can begin much earlier, the delay in formal submission of a topic is to prevent valuable time being siphoned off from course work and preparation for comprehensive exams.

² Students would be well-advised to purchase a resource like: James E. Mauch and Namgi Park, *Guidebook to the Successful Thesis and Dissertation: A Handbook for Students and Faculty*, 5th ed. New York: Marcel and Dekker, 2003. This book also has a list of 60 plus books that are devoted to thesis and dissertation writing. In the above work, pay special attention to chapter 3 and 4: "Developing the Proposal" and "Preparation of the Proposal."

Dissertation Committee

1. In consultation with the PhD Proposal Advisor, the student should select the members of the Dissertation Committee.
 - a. Chair—this will be, in most cases, a member of the AGTS faculty who has expertise in the area of the dissertation. In some cases, an outside chair may be chosen.
 - i. The Chair will supervise the dissertation from the proposal through its final approval.
 - ii. The Chair will have primary responsibility for guiding the student through the dissertation process.
 - b. First reader—this second committee member will also need to have expertise in the area or cognate area of the dissertation. He/she will serve as an advisor to the Chair and to the student in the process. The main responsibility will be to help in the final construction of the proposal and the final reading of the dissertation prior to the defense.
 - c. Second reader—this third committee member may have expertise in the area of the dissertation or in a cognate area that will add to the dissertation process. Again, the main responsibility is to help in the final construction of the proposal and in the final reading of the dissertation prior to the defense. The second reader may be an outside reader, or the outside reader can be in addition to the two readers as per the PhD Program Director approval.
2. The student should report the choice of committee members to the Program Director, who will (1) present the Dissertation Committee to the BTH Committee for approval, and (2) formally engage the services of the committee members.

The Dissertation Proposal

General Description—It tells the reader:

1. Where you are going—(i.e., a clear description of what you are seeking, the subject or focus of your study). This includes the boundaries or delimitations of your study, and why those boundaries constitute and legitimize the focus of study.
2. Why it is important—the merits or value of your study (i.e., your perception of how your dissertation will augment the body of knowledge already published in the proposed field of study). A survey of Dissertation Abstracts should be made to ascertain the state of research/publication on the proposed topic. Your study needs to demonstrate-
 - a. It has not been done prior to this.
 - b. There is plenty of research data and resources available on this topic.
3. How you intend to get there—(i.e., a description of the approach and methodology you will conduct in your study)
4. What you expect or hope to find after your formal research has been conducted—when you get there (tentative results)
 - NOTE: Considerable research should have already been done before writing the Proposal.

A. Components:

1. Statement or Description of Problem/Question
 - a. Any research project is going to be directed at a topic that raises a PROBLEM/ QUESTION
 - i. It will ask and seek to answer: "Why is this topic/question/problem worthy of further examination?"
 - (a) Perceived misunderstandings
 - (b) Incomplete data resulting in errant inference(s)
 - (c) New evidence that needs consideration and demands a response
 - (d) Just a fresh new look from a different angle (not previously conducted), or
 - (e) Application of data to a new situation, new paradigm, etc.
 - ii. Options to Consider:
 - (a) Mention conflicting views in the research – a number of interpretive options.
 - (b) Mention a practical need for further research and possible application of data.
 - (c) Demonstrate that the literature shows:
 - (i) Gaps, omissions
 - (ii) Biases,
 - (iii) Inaccuracies
2. Description of Methodology or Approach
 - a. How do you intend to conduct your research?
 - b. What data will be examined?
 - c. What is your method of inquiry?
 - d. How will you analyze/interpret your data?
3. Description of Intended Goals or Tentative Conclusions³
 - a. State in GENERAL terms what you hope to discover – NOT specific conclusions.
 - b. State the possible, plausible, or conceivable results or conclusions that your research may support.
 - i. NOT "I am going to prove/show that ... "
 - ii. BUT "The evidence examined may/could support the view that ... "
4. Bibliography of resources for the dissertation
 - a. As part of the proposal process, the student should prepare a substantial bibliography of resources that will support the dissertation.
 - b. This will provide the assurance that adequate resources are available for the dissertation.
 - c. This will give the student guidance in the direction that the dissertation should go.

B. Dissertation Proposal Submission and Approval

1. After the course work and comprehensive exams have been completed, an electronic copy of the proposal should go to the PhD Proposal Advisor, who will then submit it to Program Director and the Program Coordinator.

³ The tentative results should NOT be stated so as to preempt or forecast the conclusions of your study. After all, you have not done the research at this point and should not leave the impression in your proposal that you already know the results of your research.

2. The Proposed Dissertation Committee will review the proposal. Proposals will be evaluated, and the following assessments offered:
 - Accepted, no revisions
 - Accepted with minor revisions.
 - In Process, significant changes needed
 - Rejected (This will be rare, especially as the student works with the Advisor; however, there will be one opportunity for a resubmission within six months.)
 - Upon the final approval, the Proposal goes on to the BTH Committee for final approval.
3. If significant problems or deficiencies in the proposal are detected, the student will be notified and direction provided as to what must be addressed before the proposal can be considered further. If only minor concerns are noted, the student will address those as quickly as possible.
4. After receiving feedback from the Proposed Dissertation Committee through the PhD Proposal Advisor, and making the necessary changes, an amended copy of the proposal will be submitted to the Proposed Committee. When all concerns have been addressed, and the Proposed Committee approves, the proposal will then go (back) to the BTH Committee for approval. Then, the student will be notified, and the proposal will be placed on file in the PhD office.
 - The BTH committee can likewise evaluate with the above assessments (either ‘accepted’ can move on to dissertation writing—the approved Dissertation Chair following up on any revisions.
5. Once the approved dissertation proposal is on file, the student is free to begin full focused research and writing of the dissertation. The approved proposal constitutes a contract between the Committee and the student; any deviations from the delineated focus of the study by the student might require the submission of a new proposal.

The Dissertation

A. The process

1. Once the BTH Committee issues the final approval of the proposal, then the formal preparation of the dissertation begins.
2. The student should work closely with the Chair of the Dissertation Committee throughout the process.
3. Drafts of the dissertation should be presented to the Chair chapter-by-chapter as the process goes forward.
 - a. The student is responsible for submitting the chapters in excellent written/academic English, complying with the current AGTS PhD BTH Style Guide (look at the AGTS website under <https://agts.edu/current-students/academic-writing-resources/>).
 - b. The goal of the approved chapter is to have no errors; more than one mistake (spelling, grammar, format or style) within ten pages will require the student to readdress this before the chapter can be approved. The use of an editor, at the expense of the student, for assistance with these concerns, and not with content, is acceptable.
 - c. The Chair should respond quickly to each chapter submission, at least within three weeks.
 - d. The Chair may involve the other two members of the committee, as needed, but should take the primary responsibility for evaluating and guiding the student’s dissertation.
 - e. The student should take seriously the evaluation provided for each chapter, making the needed revisions to the material.
 - f. The revised chapter should be re-submitted to the Chair, a process that should continue until both Chair and student are satisfied with the chapter.
 - g. It should be noted that the student should be working ahead in the dissertation, while individual chapters are with the Dissertation Chair for review.

4. When the entire dissertation has passed through the chapter-by-chapter evaluation, it should be presented in its entirety to the Chair of the Dissertation Committee.
 - a. Since the dissertation has been evaluated in segments by the chair, the process here should result in an approval to proceed to the oral defense of the dissertation.
 - b. If, when reading the entire dissertation, the chair identifies other needed areas for further work, the dissertation will be returned to the student.
 - c. This process continues until the chair, and the student is satisfied with the dissertation.
5. The "chair-approved" dissertation will be provided to the other members of the Dissertation Committee. The other members are to read the dissertation and make comments/recommendations, and send those to the Chair to give to the student. If all are amicable to it, the Chair can prepare for the defense. In preparation for the oral defense of the dissertation, note the following:
 - a. The oral defense of the dissertation can be a public event (determined by the Dean and the student) set on the AGTS campus. This is coordinated by the Chair at the convenience of the student and the Dissertation Committee. However, the oral defense can be done via electronic medium or delivery, with approval of the Dissertation Committee Chair and the Program Director due to extenuating circumstances. Preference will be given to schedule the defense during the BTH Study Weeks so other doctoral students can attend.
 - b. The members of the Dissertation Committee, led by the Chair, will provide the student the opportunity to explain and defend the research and conclusions of the dissertation.
 - c. Should the oral defense identify other needs for changes in the dissertation, the student should address them in the dissertation as soon as possible.
 - d. At the conclusion of the oral defense, the Dissertation Committee will decide on the grade for the dissertation. The grade will be Pass, Pass with Distinction, Pass with minor revisions, Pass with major revisions or Fail. However, for internal use, a Pass or Fail for transcript documentation will be used.
 - i. Any comments for distinction will be forwarded to the student
 - ii. Any comments for revisions will be sent to the student who will correct them and send them back to the Chair.
 - e. The corrected dissertation should then be submitted to an AGTS-approved technical /copy editor, and any resulting needed corrections should be made by the student. The Program Coordinator will provide the list of approved copy editors.
 - f. The fee structure for AGTS-approved technical editing should be an appropriate rate set with the Program Director. If the editing costs are beyond a cap, the student will take the Dissertation back for further edits, and resubmit it to the copy editor and the cost will accrue again. While a copy editor is important for the dissertation, it is understood that the final clean product is the responsibility of the student. The minimum number of bound copies of the dissertation is four:
 - i. One copy of the bound dissertation will be placed in the library.
 - ii. One copy of the bound dissertation will be presented to the Chair of the Committee.
 - iii. One copy of the bound dissertation will be maintained in the AGTS PhD BTH office.
 - iv. One copy of the bound dissertation is for the student.
 - v. The electronic copy of the dissertation will be submitted to Pro-Quest by the student (see Appendix 2).

B. Printing the Dissertation

1. The student is responsible for the final submitted version, so check the document carefully cover-to-cover to make sure it is what you want.
2. Timing: The printing of the project should take place,
 - a. as soon as the project is copy editor approved and you have made all requested changes
 - b. corrections should be complete and sent to the copy editor by January 28, and before February 21 of the spring semester of the intended graduation.
3. Required Copies: These must be on 100% cotton paper.
 - a. Four copies of the dissertation must be printed on 20 lb. 100% cotton paper (The EU print shop is familiar with this paper and has it in stock. It is more expensive than regular paper.)
4. Extra Copies: These are at the student's request and can be on plain paper or 100% cotton paper.
 - a. If additional printed copies are desired (for family members, etc.), then in the "total copies" spot, write the total number of copies desired.
 - b. Note in the "Comments" section how many copies are to be printed on 100% cotton paper and how many are to be printed on plain paper.
5. Costs as of 2020
 - a. B/W on plain copy paper is \$.03 per page.
 - b. B/W on 100% cotton is \$.20 per page.
 - c. Full color on standard white is \$.10 per page.
 - d. Full color on 100% cotton is \$.30 per page.
 - e. (Email the EU Print Center for confirmation of cost - print@evangel.edu)
6. Printing: Follow the instructions below for printing. If there are any questions about the printing process or uploading of the document, please feel free to contact the EU Mail & Print Center at print@evangel.edu.
 - a. Send an email to: Print@evangel.edu
 - b. CC Joe Arnold at arnoldj@evangel.edu
 - c. In the Subject line put this wording: BTH DISSERTATION Printing for "[YOUR NAME]"
 - d. Attach the PDF file of READER APPROVED project only
 - e. In the body of the email state the following:
Print in: (color) (grayscale) [CHECK ONE]
4 of copies on 100% cotton (required copies)
of copies on 100% cotton (extra copies)
of Copies on Plain paper (if applicable)
Notes: (put any special notes to the Print Center here): _____
 I give Joe Arnold permission to charge my student account for printing and binding.
 - f. If you have any questions about the printing process or uploading of the document, please feel free to contact the EU Mail & Print Center at (print@evangel.edu).
7. Payment
 - a. The cost of **printing** will be charged to your school account and the assessment will be posted to your account.
 - b. Your permission is required to charge your account, therefore please check the note above in the email stating that you give the PhD BTH Coordinator permission to charge your student account for printing and binding costs.
 - c. You will be responsible to pay your student account off before graduation.
 - d. After the EU Print Center sends the office your project printing cost, the cost will be charged with the binding cost.

8. Binding

- a. Houchen Binding is the company used for binding.
- b. The binding charge of the four required copies are as follows.
- c. \$16.00 each and to add cover stamping, there will be an additional cost of \$2.95 a line.
- d. Delivery of Bound Projects – the binder will return all the bound copies to AGTS approximately one month from the day they were picked up. The graduate will receive their copy during the Graduation Ceremony for the Biblical Interpretation and Theology program.

C. The Dissertation timeline

1. Everyone's timeline may differ, however, if the intent is to receive the degree at the AGTS graduation in May, then the student should keep the following deadlines in mind:
 - a. December 1—the entire dissertation must be approved by the Chair of the Dissertation Committee.
 - b. January 15—the oral defense of the dissertation before the entire Dissertation Committee.
 - c. January 30—application to participate in graduation (order regalia).
 - d. January 28—final corrected copy to copy editor.
 - e. February 21—electronic file sent to EU Mail and Print Center (print@evangel.edu)
 - f. May—Commencement events.
2. For students who cannot meet this schedule, their formal participation in the AGTS Commencement ceremonies will be delayed.

D. The Dissertation format

1. Manual of style

- The most frequently used manuals approved by AGTS can be found at this link:
<https://agts.edu/current-students/academic-writing-resources/>.

2. Margins

- In preparation of the thesis or dissertation, the following margins are required: 1½ inches on the left margin and at least 1 inch on the top, right, and bottom margins. All additional details are found in the AGTS Style Guide as summarized at the link above.

3. AGTS specifications for a thesis or dissertation that must be followed:

- a. Preliminary pages are numbered in lower case roman numerals at the bottom center of the page. (Title and approval pages are counted, but not numbered.)
- b. Each thesis or dissertation must have an abstract.
- c. Footnotes are to be numbered consecutively throughout the chapter, and the numbering starts over with the next chapter.
- d. Endnotes will not be permitted.
- e. When the final copy is being processed, the right margin cannot be justified.
- f. When the final copy is submitted to the PhD BTH Office for approval, it must be accompanied by the "Approval of Final Thesis/Dissertation Copy" form.

4. Title page, signature sheet, preliminary pages, and reference matter.

- a. The attached sample copies of the title page and signature sheet should be followed exactly.
- b. The abstract for doctoral dissertations for Pro-Quest is limited to 350 words. The abstract for the dissertation itself is limited to 600 words. The abstract should be a digest or condensation; it should not be a proposal for the study.

- c. The order of the preliminary pages should be as follows:
 - i. Title Page
 - ii. Signature Page
 - iii. Abstract
 - iv. Table of Contents
 - v. List of Illustrations (if necessary)
 - vi. List of Tables (if necessary)
 - vii. Preface (optional)
 - viii. Acknowledgments
- d. The order of the reference material should be as follows:
 - i. Appendix (Appendices)
 - ii. Bibliography
 - iii. Vita (optional)

Graduation:

1. The Registrar will be in touch with the graduating student about forms and details regarding regalia and participation by early March.
2. AGTS will host a PhD BTH formal Celebration as part of the graduation ceremonies, the day before graduation, for the graduate and their family and friends. Details will be sent in advance.
3. Doctoral Regalia Purchase – If you need a doctoral robe for future use after Commencement (AGTS will rent robes for Commencement), you can purchase one through the Herff Jones Company.
4. Contact our representative: Tena Harman (417) 788-2291 or email her at harmanent@aol.com. She will provide all the information you need. She may also be available the week of graduation.
5. The student will be asked to complete an Exit Interview for the PhD BTH Program. Preference is given to an oral interview between graduation events. If time is not available, a document will be sent to the student.
6. The next graduation dates, though subject to change, are, May 6 & 7, 2021 and May 5 & 6, 2022.

Academic Policies and Procedures

Academic Integrity

As people of Christ, members of the broader academic community, and future professionals, it is incumbent upon every member of the Evangel community to employ and encourage integrity in all our academic and professional pursuits. Any and every instance of academic dishonesty compromises the mission of Evangel University and violates the standards we hold as people of Christ and practitioners within our professional fields. Students are expected to understand and avoid all forms of academic dishonesty, which includes falsification, cheating, collusion, and plagiarism.

As members of the Evangel community, students share the responsibility to deter and report academic dishonesty. Should a student become aware of a violation of academic integrity, he or she is encouraged to report the incident to a faculty member or department chairperson.

It is the responsibility of the faculty to address any and all acts of academic dishonesty. Sanctions for violations of academic dishonesty can include but are not limited to a failing grade on an assignment, a failing grade for the course, suspension from school, or expulsion from the university.

Evangel's policy on academic integrity, as published in the Student Handbook, appears in Section VIII.

University Policies: Academic Integrity.

Refer to <https://agts.edu/current-students/academic-policies> for the academic integrity policy and additional information.

Academic Status

Participants will remain in good academic standing in the PhD program as long as they maintain at least a 3.0 grade point average, meet all financial obligations to the Seminary, and conduct their personal lives with spiritual, moral, and professional integrity, maintaining fitness for ministry. The administration reserves the right to dismiss any participant whose integrity in any of these areas is deemed unacceptable.

Cancellation of Courses

AGTS reserves the right to cancel any PhD course when enrollment falls below four persons.

COVID-19 Response

In light of the current worldwide pandemic, AGTS may cancel the residential modules and switch to online learning. Please stay in contact with our office for any changes and/or updates.

Technology Use in Classrooms

It is assumed that the use of technology during class time will be limited to activities specifically relevant to the class in session.

- Laptops: To receive the maximum benefit of this program, all participants are encouraged to have a laptop computer. Rooms are equipped with power-surge protection plug-in strips and wireless Internet access. Classroom table configurations are designed to facilitate peer interaction.
- Cell Phones: Out of courtesy to the professor and others in the classroom, participants are requested to please turn off cell phones while in class.

Course Evaluations

All PhD BTH courses and faculty are evaluated. An evaluation should be completed by participants on the last day of each course. Responses are collected anonymously and delivered to the PhD BTH office by a designated participant. An evaluation can also be completed online either during or outside classtime as designated by the professor. The professor will receive a summary of these evaluations with participant comments after grades are submitted.

Incomplete Grades

Participants are expected to complete all course work in a timely fashion as specified by the instructor in the course syllabus. A grade of "IP" (In Process) will be issued if the professor's due date falls after the AGTS semester ending date. Due dates of doctoral modular courses are at the discretion of the professor, but will not be considered IP until the first day of the next module, or set of modules. A grade of failure may be issued if the work is not submitted by the first day of the next module(s) unless the participant has requested an extension. If the participant requests additional time, an incomplete "I" grade may be given at the discretion of the instructor for an extension not to exceed 90 days.

In the event the instructor grants a grade of incomplete, he or she will have the option of lowering the final grade for the course one-letter grade lower than it would have been had the work been submitted on time. A grade of failure may be issued if the work is not submitted by the end of the 90-day extension. [Exception: Doctoral participants in the Dissertation phase.]

No participant will be permitted to begin credit courses in a new semester if carrying more than two IP or I courses. Note: A \$50 fee will be charged to the participant's account for every extension granted, and a \$30 fee applies to every grade change, even if the instructor has approved an extension for completing the work.

Transfer Credits

An individual may transfer in eight doctoral credits if they have an earned doctorate in a related field (e.g., PhD) or an advanced degree beyond the MDiv such as the MPhil, STM, MTh, or ThM. Such credits (as determined by the Bible and Theology Department) will apply to the elective courses and must meet the following criteria:

1. All courses transferred must have been taken within the last five years.
2. Transfer credits must be from appropriately accredited institutions.
3. Students must have earned a passing grade of "B" or higher (3.0 on a 4.0 scale).
4. Transfer credits must be relevant to the PhD BTH program.

To request transfer credit, official transcripts must be reviewed by the Bible and Theology Department and the Seminary Registration and Degree Audit Office before consideration for doctoral credit will be given. (The Seminary Academic Council or SAC must recommend any exception to the standard policy.)

Co-requisites

In exceptional cases, some candidates may be admitted to the program with insufficient background in the biblical or theological disciplines. If admitted, the student must complete the necessary work and demonstrate the competencies necessary for advanced scholarship prior to enrolling in his or her first PhD course.

Withdrawal from Courses

A participant who desires to withdraw from any course after the session has met must make a written request to the PhD BTH Office within thirty days of the last day of class. Refunds will not be made, nor will financial commitments be nullified (see current AGTS catalog).

Audit Policy

Graduates of AGTS doctoral programs are eligible for one free masters or doctoral-level audit (3-4 credits) per academic year, on a space-available basis. Upcoming course schedules and syllabi can be obtained on the AGTS PhD BTH web page.

For complete details on Academic Policies and Procedures, please see the current AGTS catalog: – <http://agts.edu/wp-content/uploads/2020/09/2020-2021-Catalog-5.1.pdf>

Course Descriptions

For a complete listing of course descriptions, please see the AGTS catalog – <http://agts.edu/wp-content/uploads/2020/09/2020-2021-Catalog-5.1.pdf>

Program Administration and Faculty

For a complete listing of the AGTS administration and Doctor of Philosophy in Biblical Interpretation and Theology leadership team and faculty, click on the following link to see the AGTS catalog: – <http://agts.edu/wp-content/uploads/2020/09/2020-2021-Catalog-5.1.pdf>

Financial Policies

Tuition Fee

Tuition for this program is \$700 per credit hour (\$2800 for a 4-credit course).* The tuition charges cover the course, dissertation, and graduation fees. The tuition charge does not cover textbooks, cost of travel, housing, meals, editing, directed research fees, continuation fees, extension fees, or tuition costs for courses taken at other institutions and transferred into the AGTS program.

*Applicable for the 2020-2021 academic year and subject to change.

Financial Aid

PhD BTH participants are eligible for loan deferment. The program qualifies for VA benefits and private and Title IV student loans. There are limited grants and scholarships available. Contact the Evangel University Student Financial Services Office for more information.

Miscellaneous Fees

1. Readmission Financial Policy – If a participant withdraws from the program and later desires to return, his or her financial obligations will be as follows:
 - The \$15 readmission fee and the current tuition rate will apply.
2. Unclassified Student Course Fee – The fee for doctoral students from outside the AGTS program taking our elective classes will be charged at 115% of the current tuition rate.
3. Unclassified Student Audit Fee – The fee for doctoral students from outside the AGTS program auditing our classes will be charged at 25% of the current tuition rate.
4. Program Continuation Fee – For the 8th year – \$500; for the 9th year – \$1,000; and for the 10th year – \$1,500. A special petition to the Department and the Dean of AGTS is required for continuation beyond the eighth year.

Lodging, Meals, and Transportation

It is the participant's responsibility to make his or her own travel and living arrangements while in Springfield. Evangel University will have rooms in the residence halls for participants to rent. These rooms are limited and on a first-come, first-served basis. For details and application, please contact Conference Services at 417-865-2815 ext. 7955.

Meal plans in the cafeteria are available for the fall and spring terms, with limited options for the summer term.

If no rooms are available on campus, the following website provides a list of local hotels that offer reduced rates for individuals affiliated with Evangel/AGTS: www.evangel.edu/admissions/campus-visits/hotels-and-accommodations

For individuals flying into Springfield, the airport code for the Springfield Regional Airport is SGF, Springfield, Missouri. Rentals cars and taxis are available.

Library and Research Information

AGTS has an extensive 128,000-volume library designed to support Doctor of Philosophy course offerings. PhD participants may borrow books and acquire photocopies of journal articles. Available materials will normally be shipped within 24 hours of receipt of the request. Materials may be requested from the AGTS Library directly via email (library@agts.edu) or phone (800-467-AGTS or 417-268-1058). In addition, many resources for theological study are often available online, through local libraries, or interlibrary loan programs. Materials may also be requested from the AGTS library by utilizing the interlibrary loan services of a local library.

COVID-19 Information

Please visit <https://library.evangel.edu/coronavirus/home> for all up to date information concerning policy adjustments or recommendations for access related to the COVID-19 crisis.

AGTS Doctor of Philosophy Book Loan Policies

- **AGTS Materials Available to Doctor of Philosophy Participants**

All books in the circulating collections of the AGTS and Evangel University libraries are available for loan to AGTS doctoral participants provided they have not been placed on reserve for courses. (Reference books, periodicals, microfilms, audio-visuals, and certain dissertations and theses are available for use in the AGTS library only.) Scanned copies of journal or magazine articles may be purchased from the AGTS library at a cost of \$.10 per page. Participants will be invoiced for photocopies and may choose to either pay the copy expenses directly to the library or request that the cost be billed to their account in the EU Business Office.

- **Book Loan Period**

The loan period for books checked out to Doctor of Philosophy participants is 60 days. The due date is indicated on the due date slip in the back of the book.

- **Book Renewal**

Books may be renewed for one additional 30-day period if not already requested by another individual. To renew books, the participant must contact the AGTS library staff in person, through email or by phone. When the call is placed to renew books, the call number, title, and author of each book must be specified properly to renew the book. In the event that a renewal is not possible at that time, the participant will be informed.

- **Recall of Books**

Books on loan to AGTS participants are subject to immediate recall if needed for reserve at the AGTS library. In addition, after the initial two weeks that books are checked out, if other individuals need the books, they are subject to immediate recall. Recalled books will be considered overdue if they are not returned within two weeks from the date notification is sent or transmitted by phone.

- **MOBIUS Materials Available to Doctor of Philosophy Participants**

AGTS is a member of the Missouri Bibliographic Information User System (MOBIUS) and shares a common Web OPAC (Online Public Access Catalog) with other MOBIUS libraries. PhD participants may place holds through the Web OPAC for circulating books from other MOBIUS schools. The requested books will be sent to the AGTS Library or any other participating Missouri academic library selected as a pickup location. The loan period for MOBIUS books is 28 days, with two 28 day renewal periods possible. However, once the initial loan period has ended, MOBIUS books are subject to recall.

- **Access to Licensed Online Resources**

Doctor of Philosophy participants will have access to all of the online databases and resources licensed by the Evangel University Libraries. These resources include a variety of indexing databases that contain information about and, in some cases, the actual full text of journal articles from key periodicals in specific fields of study. Some academic eBook collections and ProQuest's Full-Text database of Dissertations and Theses are also available. A current student library account will be required for access to these databases. For full instructions, contact the library at clarkma@evangel.edu or please consult the library's web page at <https://library.evangel.edu>.

Information Technology Resources

In addition to online Library resources, Doctor of Philosophy participants have access to the Evangel IT Network Resource Guide (see the separate handbook provided by the PhD BTH office). This document provides an informational overview of IT procedures and resources that are available to you as an AGTS student and include instructions on how to:

1. Connect to the Wi-Fi when you're on campus;
2. Print remotely using PaperCut's Web Print;
3. Reset your password;
4. Access and use Canvas Course Commons.

As a Doctor of Philosophy participant, this guide will be a valuable tool for online IT resources.

Appendix 1

Dissertation Topic Proposal and Dissertation Committee Proposal

A Dissertation Topic proposal and proposed Dissertation Committee should be made at the same time, but are two separate documents.

A Dissertation Topic Proposal

The Dissertation Topic Proposal will have the following elements:

- Cover page
- Body of proposal with appropriate headings and footnotes
- Bibliography.

There is no predetermined length, but the student and the proposed Dissertation Chair (also called “Proposal Advisor”) shall have discussed the topic and what the proposal will cover. The Dissertation Topic Proposal shall be submitted by the student 10 days in advance of the Bible & Theology Committee meeting. The student will email the Program Coordinator (arnoldj@evangel.edu) a Word document with the proposed dissertation information as provided in the template on page 24. This proposal should accompany the Dissertation Committee Proposal form as provided in the template on page 26. The name of the proposed Dissertation Chair is followed by the first and second readers. Please save the document in the following format – *Student Last Name.DissertationTopicProposal.Month.Year*.

For example: *Lewis.DissertationTopicProposal.09.2020*.

The formatting should be followed **exactly** when submitting a Dissertation Topic proposal.

Title of Proposed Dissertation

A Dissertation Submitted to
Proposed Dissertation Committee Member
In Candidacy for the Degree of Doctor of Philosophy

By
Student Name

Student Contact Information

May 1, 2021

Dissertation Committee Proposal

The Dissertation Committee Proposal shall be submitted by the student 10 days in advance of the Bible & Theology Committee Meeting. The student will email the Program Coordinator (arnoldj@evangel.edu) a Word document with the following information. Please save the document in the following format – *Student Last Name.DissertationCommitteeProposal.Month.Year*.

For example: *Lewis.DissertationCommitteeProposal.09.2020*.

The formatting should be followed **exactly** when submitting a Dissertation Committee proposal.

Dissertation Committee Proposal

I _____ propose the following Dissertation Committee members
Student Name

_____ Chair

_____ First Reader

_____ Second Reader

_____ Alternate Reader (optional)

_____ Potential Outside Reader (optional)

Date

Appendix 2

This appendix provides samples of the title page, copyright, and signature sheet. The formatting should be followed exactly for the dissertation.

Assemblies of God Theological Seminary
Evangel University

Title of Dissertation

A Dissertation Submitted to
The Faculty of the Assemblies of God Theological Seminary
In Candidacy for the Degree of
Doctor of Philosophy

By
Student Name

Springfield, Missouri
May 1, 2021

Copyright © 2020 by Name [Style = Copyright + shift-enter for second line]
All rights reserved

Sample Signature Sheet

APPROVED BY THE FACULTY OF THE ASSEMBLIES OF GOD THEOLOGICAL
SEMINARY, EVANGEL UNIVERSITY

(SIGNED) _____

APPROVED BY THE DISSERTATION COMMITTEE:

(SIGNED) _____

APPROVED BY THE UNIVERSITY PROVOST

DATE _____

Appendix 3

Posting Your Project to ProQuest

Each year, upon completion of the binder-ready version of the doctoral dissertation, PhD participants post their projects to ProQuest. For seventy years, ProQuest has served as the dissertation and thesis knowledge gateway to connect people and information. (You can find more information about them at ProQuest.com). When you post to ProQuest, you have published your dissertation, and it is available for purchase as a downloadable PDF or bound copy (see how others will search for YOUR project at (<http://disexpress.umi.com/dxweb#>)).

Below are the instructions to follow for posting your project to ProQuest (through the UMI ETD Administrator page). Please set aside about 30-45 minutes and carefully walk through this process so your dissertation will be posted along with our other graduates' projects. (If for some reason you do not wish to post your project, please communicate with the PhD BTH Program Coordinator.)

ProQuest Project Submission (Please review the graphic on page 32 for further reference)

1. Go to <http://dissertations.umi.com/agts>
2. Click the orange “Sign up and get started today!” button at the bottom of the page and create a student account.
3. Once you create an account, the ETD Administrator will walk you through a simple process that involves accepting the publishing agreement and uploading the relevant files and information about your submission. You will need your latest project PDF, your abstract (available to copy and paste into the section they ask you to), your adviser(s); your Biblical Adviser and Project Adviser, and your Committee Members' names.
4. If you encounter an issue, the ETD Technical Support is very helpful. If you cannot find your answer by clicking the “HELP?” icon in the upper right hand of the screen, you can click “contact support” and send an email. Additionally, ETD Technical Support is available by phone at the following number 1-877-408-5027.
5. Select Type of Publishing: If you do traditional publishing, it is free. If you do open access publishing, there is a \$95 fee. You will be prompted to pay any applicable fees before you finalize this process. If you have questions about open access, please call ETD Technical Support at 1-877-408-5027 for further information.
6. Continue through the process as prompted.
7. Copyright: An added benefit of posting your project on ProQuest is the option of having ProQuest copyright your material. If you are interested in purchasing a copyright for your project, the fee is \$55. The AGTS PhD BTH Program recommends our program participants to copyright their dissertation, but it is not required. If you choose to copyright your dissertation, you will pay the fee directly to UMI ETD via credit card.
8. Administrator Review: After you complete your submission, the PhD BTH Program Coordinator, as the “Administrator” of the AGTS ProQuest account, will review the submission before delivering it to UMI Dissertation publication. You will be notified by e-mail when the process is complete.



Submission steps

Welcome to the ETD Administrator @ Assemblies of God Theological Seminary

Publishing information:

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

Instructions

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

PQ publishing options

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back later to finish. No information will be lost.

ProQuest agreement

Contact information

Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category List](#))

About my dissertation/thesis:

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

Fees

During the submission process, you will have the option to request that ProQuest/UMI file for copyright on your behalf. If you choose this option, there will be an additional \$55.00 copyright fee, paid at the time you complete your ETD submission.

Submission & payment:

Register U.S. Copyright

Order copies

Submit

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