

Final Defense

When the dissertation is complete, the entire manuscript shall be submitted in total photocopy form, not bound, not stapled. The TBU core faculty advisor will evaluate the entire manuscript carefully: from the perspective of God's inerrant Word, writing style (sentence structure, punctuation, spelling, capitalization, grammar), narrative flow, to avoid dullness, and potential for publication for laity and those in the ministry, etc. Any necessary corrections will be marginally detailed on photo copies of pages and on attached memos when necessary.

Doctoral candidates should feel at ease contacting the assigned TBU core faculty advisor. Telephone one-on-one conferences are in order but at the candidate's costs. Binding of dissertations must await the accomplishment of all corrections. The less final editing is required, the more likely will be the publication of the manuscript in book format.

An appointment for a dissertation defense must be set at least 60 days before graduation. TBU recommends that it be held earlier to reduce last-minute anxiety. The date and time will be set with input from the core faculty advisor. If the defense is to be held via distance, the university will set up a teleconference in which all committee members are able to participate.

For a dissertation to be successfully defended, the candidate's doctoral committee must vote to pass the candidate's defense with no more than one dissenting or abstaining vote. If failure is reported, the committee will provide written recommendations to the candidate and work with the candidate to establish a time line for a second and final defense. Failure to successfully defend a dissertation after a second attempt will terminate a candidate's doctoral degree program.

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TIME INVOLVED

Truly, doctoral candidates will soon discover that the research and writing and rewriting and polishing of the manuscript will necessitate a delicate accommodation of one's time so as to not overlook responsibilities. Time sacrifices will, without doubt, have to be arranged. Concentrated work time must be arranged on a daily or weekly basis — too many days or weeks between work periods will cause the quality of the dissertation to suffer. If possible, the dissertation should be based upon previous study, should be inspired by previous works of the candidate; i.e., sermons, published or unpublished features or articles, undergraduate term papers, series of teaching lessons, or an abiding interest in particular portions of the Holy Bible.

TBU does caution, however, that no previous work which has been used to satisfy the requirements of any other degree program may be used to satisfy this program. The speed with which one works is an individual consideration. Some professional nonfiction authors are able to research and write some 60,000 words, or more, within a very few months depending upon the difficulties encountered due to distances involved in research, vocational and/or full time or part time, professional authors may require more elapsed time because of the same mentioned or other factors. TBU does recommend though that no more than two years time be taken, and preferably, for the sake of the quality of the work, little more than a year after the genesis of the work.

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Aspiring doctoral candidates who have already completed a quality literary work or works of comprehensive scope within the theological disciplines (coincidental with this institution's curricula) are encouraged to submit a letter describing the work(s). Should the accomplished work(s) fall within the purview of TBU, the inquiring candidate will then be invited to submit the work for evaluation. A notarized statement will be required that such materials have not been similarly employed.

DEFENDING YOUR DISSERTATION

At the completion of a doctoral candidate's dissertation is the final process of their program in which the candidate must defend their dissertation. Dissertations are presented and defended during a final examination administered by the candidate's doctoral committee. Final approval from the committee is necessary for the awarding of all doctoral degrees.

TBU requires a minimum of 60,000 words plus references and bibliography. Appendices containing information that is useful but do not generally add or lend value to the basic manuscript text may or may not be included in the word count. (Candidates should check with the assigned core faculty adviser to determine the viability of overly lengthy appendices.) Similarly footnotes, references, and bibliographies are not usually included in the word count of the dissertation text.

TBU encourages the candidate to be as committed to excellence as he/she is in a personal relationship with our Savior and Lord Jesus Christ. TBU will uphold each doctoral candidate in prayer, is ready to encourage (no “..discouraging word..” be assured), and to advise.

GRAMMAR, SYNTAX, SENTENCE STRUCTURE, SPELLING CAPITALIZATION, CLARITY, ETC.

Every Christian is an “..ambassador for Christ..” on the authority of God’s revealed Word (II Corinthians 5:20). The responsibilities inherent in that high calling include scholarship of an equally high order as is called for the TBU’s motto. Respectfully, we again call attention to the related exhortations contained in the Apostle Paul’s inspired epistle to the young pastor, Titus (see front pages, herewith), who became, in effect, the primitive Church’s Bishop on Crete. No congregation— regardless of the educational background of the parishioners and whether, or not, they are “babes in Christ” or mature believers—will be offended by “sound speech that cannot be condemned” nor will any “called” minister of the Word or Christian student or casual reader, be offended by scholarly writing and evident professionalism exemplified in a Doctoral Dissertation that merits eventual publication which, we at TBU trust, will take place as our Lord leads.

This is not a study guide as has been mentioned; however, TBU respectfully suggests that the use of the first person pronoun be drastically limited. We encourage the same limitation to the use of the vague pronoun “it” which, too frequently, is employed with such redundancy in today’s journalism. Even a careful reader can find the going difficult — the identity of the person or thing to which “it” refers. Overuse of the same word at the beginning of a successive sentence can, unfortunately, cause the intelligent reader to lose interest. After all, the Doctoral Dissertation is as much a part of a “called” Christian ministry as is any sound teaching sermon. The Doctoral Degree must command the respect, and the holder must merit the same.

DOCTORAL DEGREES OFFERED

Academic Doctoral Degree Programs

Doctorate of Biblical Studies

Doctorate of Christian Counseling

Doctorate of Ministry

Doctorate of Theology

Honorary Doctoral Degrees

Doctorate of Divinity

Doctorate of Religious Letters

Doctorate of Religious Literature

Doctorate of Religious Music

ADMISSIONS PROCEDURES & POLICIES

I. THE APPLICATION PROCESS

Admission to Trinity Biblical University (TBU) goes beyond a candidate’s academic record. It encompasses Bible knowledge, Christian experience, and spiritual growth. The candidate is to be qualified for Christian ministry by faith, moral character, experience, and academic achievement.

Candidates should be characterized as having compassion for individuals and a sensitivity for community needs, a burden for Christ’s work on earth, an acceptance of correction, a desire for moral growth, personal integrity, and, above all, a deep trust in Jesus Christ as the foundation for life and ministry. TBU desires only candidates who are committed to Jesus Christ.

TBU does not discriminate on the basis of race, color, national origin, ancestry, gender, marital status, medical condition, disability, or age. This nondiscrimination policy covers admission and access to and treatment in TBU’s programs and activities.

Candidates must complete and submit a “Doctoral Application for Admission” to the university. The application should include the following:

- *Two passport-size current photos (one for a student ID card)*
- *Master Degree Transcripts.* Request a complete, official transcript from each institution and have them sent to *Trinity Biblical University, Attention: Admissions Dept., 1180 Western Street, Fairfield, California 94533-2400.*
- *Life Experience Resume.* A formal, professional resume detailing all positions held and training received that the candidate believes is pertinent to the degree program for which the candidate is applying.
- *Doctoral Entrance Questionnaire.* This questionnaire is used to assist the Dean of Admissions in preparing a customized doctoral program for each doctoral candidate.
- *Two Written Letters of Recommendation*
- *Application Fee of \$200.00 (non-refundable)*

II. THE EVALUATION PROCESS

Once TBU receives a complete “Doctoral Application for Admission” package, it is reviewed by the Dean of Admissions. If all is in order, the Dean of Admissions issues a letter to the Academic Dean notifying him of the candidate’s admission’s standing with the university.

The Academic Dean then contacts the doctoral candidate and assigns a faculty advisor. Concurrently, the Registrar issues a “Declared Major Financial Agreement” to the candidate. A candidate is not officially enrolled until a signed financial agreement is received by the university, along with the appropriate tuition and fees.

If a candidate wishes to change his/her doctoral program and academic focus or update their application after the enrollment process has been completed, the candidate must submit a formal letter to the university stating this request. A non-refundable \$200.00 re-evaluation fee will also be assessed.

STYLE GUIDE & FORMAT

See “TBU GUIDE TO THESIS OR PROJECT FORMAT”

SOME DISSERTATION TYPES

- A work which covers a particular body of knowledge with in-depth research utilizing either easily obtained or obscure, more difficult to obtain materials.
- The worthwhile research and/or practical production of methods for an educational endeavor.
- A work devoted to, and incorporating within the manuscript text, specific examples of art, music, vocational or trade craft, scientific, historical or other diverse specialties of intrinsic value within Trinity’s curricula and disciplines.
- A work which combines one or more of the above. Actually a mix of “types” and purposes is more likely to occur in a genuine scholarly approach to the task of producing an acceptable (and useful to others in the Body of Christ) Doctoral Dissertation.

LENGTH OF DISSERTATION, FORMAT, ETC.

Trinity Biblical University believes, and is most firmly persuaded, that neither an over abundance of words nor an immature or shallow brevity can be acceptable in so serious and committed a task as the production of a worthwhile and potentially valuable script as a doctoral dissertation which must be, in essence, edifying to the Body of Christ. Word length requirements vary as widely in the theological disciplines as do fees, tuition, the educational requirements, the level of scholarship encouraged, the commitments to the fidelity of God’s inspired Word exhibited by faculties, doctrinal biases, the organization of Bible colleges, seminaries, et cetera.

gown with deluxe high pile velvet, a Doctor's hood with the university's colors, doctoral tam, tassel, as well as a reception after the graduation ceremony.

VII. GRADUATION

Graduation is held in the spring of each year. Under special circumstances, a graduation ceremony may also be held in the winter.

A. Information & Preparation

At least four months in advance, TBU will notify, in writing, those candidates who have fulfilled or are near to fulfilling the requirements of their degree programs.

Candidates will also receive a memo detailing the date, time, and location of the commencement ceremony; a "Commencement Ceremony Questionnaire"; and a "Class Ring Order Form." The questionnaire and ring order forms must be completed and returned to TBU at least two months prior to graduation.

B. Requirements

All graduation requirements will be in accordance with the curriculum for each degree sought. It is necessary to satisfactorily clear all accounts prior to graduation, in order to receive any benefit of TBU including: transcripts, diploma, transfer or enrollment in another degree program.

VIII. TRANSCRIPTS

A. Requested For Academic Institutions

Current or former TBU candidates may request, in writing, copies of their transcripts. Transcripts will be mailed directly to the institution listed on the "Transcript Request Form" at a cost of \$20.00 per transcript.

B. Requested For Students Personal Use

Candidates requesting transcripts for personal use must do so in writing. Transcripts will be mailed directly to the address provided on the "Transcript Request Form" at a cost of \$20.00 per transcript.

EXPENSES

I. TUITION & FEES

A. Tuition

The cost per credit hour is \$200.00.

B. Fees

1. *Application Fee:* \$200.00 (non-refundable)
2. *Re-evaluation Fee:* Candidates wishing to change their program or update their current application (modifying their Life Experience resume or submitting new transcripts from other institutions) will be assessed a non-refundable \$200.00 re-evaluation fee.
3. *Course Extension Fee:* Each course must be completed within 90 days; however, if more time is needed, candidates may request a 21-day extension for a fee of half the *current* credit hour. No more than two extensions will be granted per course. If, after both extensions, the course is still incomplete, the candidate will be withdrawn from the course and must reenroll, paying the *current* cost for one credit hour.
4. *Course Re-enrollment Fee:* Candidates who receive either an incomplete or withdrawal from a course may re-enroll in the same course at a later date but at the *current* cost of one credit hour.
5. *Returned Check Fee:* TBU will charge a \$25.00 fee for every returned tuition check due to insufficient funds. After two returned checks, the candidate may no longer pay by personal check — other options are PayPal, debit/credit card, money order/cashiers' check, or cash.
6. *Late Payment Fee:* A late-payment fee will be assessed each month that a candidate's account is in arrears. The fee is based on one-percent (1%) of the candidate's tuition balance.
7. *Program Extension Fee:* Candidates who are granted permission to participate in a commencement ceremony have

two quarters (six months) to complete the credits needed and pay off the tuition balance. If these requirements are not met, the candidate will be assessed a \$300.00 program extension fee, and they will have to wait until next year's commencement ceremony to graduate.

8. *Graduation Fee:* \$350.00. The graduation fee applies to all candidates who have completed their degree program and participate in the commencement exercises. It covers the cost of a high quality Doctor's gown with deluxe high quality pile velvet, a Doctor's hood with the university's colors, doctoral tam, tassel, as well as the reception after the ceremony.

C. Missionary Scholarship Program

TBU will match any sending churches' contributions for an active missionary on foreign soil up to 25% of the degree program.

II. FINANCIAL AGREEMENTS

All candidates who submit a *Doctoral Application for Admission* must also sign and submit a *Declared Major Financial Agreement*. All financial agreements are legally binding and, after 90 days of enrollment, will not be canceled regardless of the candidate's academic status with the university.

Tuition may be paid as follows:

- In Full
- Quarterly — \$900.00 every three months
- Monthly — \$300.00 per month

An initial tuition payment of \$900.00 must be sent along with the signed financial agreement. TBU accepts checks, MasterCard, Visa, or PayPal (send payment via PayPal to trinity@tbu.edu).

III. REFUND POLICY

Candidates must notify the university in writing of their intention to withdraw. The withdrawal date will be the date the notification is received by the university. This date is used in calculating the amount of prepaid tuition to be refunded.

administrative link between the candidate and TBU. Additional members of the Doctoral Committee are doctoral level faculty who evaluate the quality and content of the candidate's work and offer feedback to assist in the learning project.

The core reader is a university faculty member qualified to assess the candidate's proficiency in one or more fields of study, who offers an external perspective to the candidate's committee and does not participate in committee meetings. From this outside perspective, the second core reader will judge whether the candidate is functioning at the doctoral level in planning and fulfilling a program of studies and experiences relevant to the specific degree area.

C. Program Summary

The "Program Summary" is an integral component of the total doctoral process completed near the end of the program but prior to graduation. The Program Summary is divided into two parts. The first part is purely descriptive, providing concise information about the candidate's development and the program's evaluation. The second part is reflective and analytical, providing a detailed statement concerning the meaning of the program to the candidate. Both parts cover the same program components, but each provides a unique perspective.

VI. HONORARY DEGREE POLICY

Honorary degrees are awarded to God's faithful servants for years of service in ministry and/or special contributions. Scholastic credits are not required.

Trinity Biblical University has established four degrees which seem to cover the various Christian fields of its concern; these are:

Doctor of Divinity (D.D.)
Doctor of Religious Letters (Lett.D.)
Doctor of Religious Literature (D.Lit.)
Doctor of Religious Music (D.Mus.)

Information regarding this honor can be obtained by contacting the Administrative Office at the Main Campus (see Admission Procedures & Policies for address).

Candidates must be nominated for honorary degrees by the 31st of December each year for awarding in the succeeding year. Although there is no set fee for honorary degrees, a *minimum* endowment of at least \$1,000.00 is required to offset administrative reviews, handling fees, and includes a high quality Doctor's

The university recognizes that the achievement of proficiency results from a combination of demonstrated prior learning at the master's degree level, and new learning experiences tailored to the individual's specific needs. When he matriculates, the candidate brings a wealth of learning from work experience, independent reading, and/or research and formal graduate education to the University. Indeed, admission is conditioned upon the demonstration of extensive prior learning from previous study, work or other experience. With the approval of the candidate's committee, recognition may be granted for prior learning. Evaluations may include criticisms of performances, scored grades on written examination, and/or product assessments, done in collaboration with the candidate and core faculty advisors. The integrity of learning at the doctoral level, its description and documentation, is also evaluated by the core faculty advisor and the committee members.

The program culminates in an original work representing a significant contribution to the field of study. The doctoral research program may consist of a formal dissertation, an applied emphasis project, or a combination of both. Regardless of the area of intellectual pursuit, candidates must develop an original research project and demonstrate comprehensive knowledge of the pertinent theory and history.

Trinity is an institution of higher education and, as such, expects those enrolled in our doctoral programs to perform at an appropriate level. Candidates who do not meet doctoral standards of academic performance may be asked to discontinue their program until such time as they are able.

B. The Doctoral Committee

Following the notification of acceptance into a doctoral program, the candidate will be assigned a core faculty advisor and a doctoral committee. This committee will consist of a core faculty advisor, additional faculty members (doctoral level), and a core reader.

The Doctoral Committee is the formal decision making body which facilitates learning and progress toward the degree. This committee is responsible for judging the quality of each candidate's work. The candidate is the chair of this Doctoral Committee and, as such, works with committee members on the evolution of the program. Communication may be by means of a log, newsletter, essays, tapes, computer and personal contact. Committee members are expected to respond regularly and in depth to all communication.

The core faculty advisor is many things at different times to the candidate — mentor, colleague, advisor, supporter, and evaluator — as well as the

The refund policy is as follows:

A. Application Fee

No refund will be made of the application fee, as indicated on the *Doctoral Application for Admission* form.

B. Prepaid Tuition

Candidates who opted to pay the tuition in full or quarterly, the refund of prepaid tuition will be as follows:

1. From 21-30 days from enrollment, 80%
2. From 31-60 days from enrollment, 60%
3. From 61-90 days from enrollment, 40%
4. After 90 days from enrollment, 0%

Candidates expelled for disciplinary reasons will be refunded the prorated portion of the prepaid tuition within 60 days.

C. Monthly Tuition

No refund is applicable for candidates who opt to pay on a monthly basis.

IV. CLASS RINGS

Class rings are available each year for all fields of study. Any candidate may order a class ring from the University for any degree that has been earned in the past. Contact the office for current prices.

ACADEMIC POLICIES

I. ACADEMIC STANDARDS & REQUIREMENTS

A Master's Degree in a complementary field of study is required of all candidates, although an occasional exception may be made for an individual who can clearly demonstrate achievements equivalent to that degree level. Persons seeking a second doctorate are encouraged to examine the program carefully, as requirements may vary somewhat. No standardized test scores need to be submitted.

Each candidate must complete a total of 50 credit hours in the doctoral degree program.

A minimum of two written letters of recommendation that address the candidate's capacity for doctoral study are also required. References should be chosen with care. It is important that the references be persons experienced in the candidate's field and be able to address both strengths and weaknesses of the candidate. Both faint and unqualified praise can be ineffective. It is the candidate's responsibility to request recommendations and to ask that letters address the candidate's capacity of doctoral study.

II. GRADING SCALE

A. Grading Scale

| <i>Grade</i> | <i>Grade Point</i> | <i>Course Score</i> |
|----------------|--------------------|---------------------|
| A | 4.0 | 100-97 |
| A- | 3.7 | 96-90 |
| B+ | 3.3 | 89-88 |
| B | 3.0 | 87-83 |
| B- | 2.7 | 82-80 |
| C+ | 2.3 | 79-78 |
| C | 2.0 | 77-73 |
| C- | 1.7 | 72-70 |
| D+ | 1.3 | 69-68 |
| D | 1.0 | 67-63 |
| D- | 0.7 | 62-60 |
| F | 0.0 | 59 & below |
| I (Incomplete) | | |
| W (Withdraw) | | |

B. Scholastic Honors

To be eligible for graduation with honors, a student must have earned a minimum cumulative TBU grade average of 3.50 and must have completed the minimum number of credit hours required by TBU policy for that chosen degree program.

The specific honors levels are as follows:

| | |
|------------------------|-----------------|
| 3.50 to 3.74 GPA | Cum Laude |
| 3.75 to 3.99 GPA | Magna Cum Laude |
| 4.00 GPA | Summa Cum Laude |

III. PERMANENT ACADEMIC RECORD

All grades are recorded as a permanent part of the candidate's academic history. Adjustments for incomplete courses/projects may be corrected within two years. Otherwise, they remain part of the candidate's permanent academic record.

IV. CHRISTIAN CONDUCT & DISCIPLINE

TBU expects all members of its community to live with wholesome Christian character and standards. When any member of the university's community feels that another member is in violation of biblical standards or conduct, the steps of loving confrontation as outlined in Matthew 18:16-22 will be implemented. An unrepentant candidate may be expelled at the discretion of the Faculty Council or School Board.

V. DOCTORAL PROGRAM STRUCTURE

A. Academic Development

The Doctorate is the highest academic degree that can be earned. Therefore, the university demands excellence in scholarship and competence in related spheres of professional activity.

The development of proficiency in the fields of study, appropriate research methodologies, and original contributions to knowledge form the basis for any doctoral program. Trinity requires each candidate to demonstrate proficiency in the relevant field of study.