Doctoral Programs Handbook

DMin and EdD Programs

Trinity College of the Bible and Theological Seminary
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Trinity College of the Bible and Theological Seminary reserves the right to change
without notice any statement in this publication concerning, but not limited to, rules,
policies, protocols, curricula, and courses.

The student’s program of studies is governed by the current edition of this handbook
and the catalog which is current upon the first term of enrollment, or a subsequent
catalog if the student so chooses.
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Using the Handbook

Purpose of the Handbook
The *Doctoral Programs Handbook* reflects the most recent actions of the Trinity faculty, the Trinity administration, and the Doctoral Studies Committee. The handbook should be regarded as an official supplement to doctoral program policies and procedures as found in the official *Catalog, Orientation Manual, and Student Handbook*. The current edition of this handbook governs the program of studies, regardless of the edition active at the time of enrollment.

Student Responsibilities
Students are expected to meeting the following responsibilities as partial demonstration of academic integrity and excellence:

1. Students are responsible for reading and being familiar with the policies, procedures, and program information contained in the *Catalog, Orientation Manual, Student Handbook*, course study guides, e-mail, official correspondence, and any other materials made available to them.

2. Students are responsible for knowing and following program procedures and guidelines.

3. Students are responsible for submitting course work according to matters of style and formatting.

4. Students are responsible for meeting administrative deadlines, and for keeping Trinity informed of changes in name, address, telephone number, e-mail address, etc.

5. Students are responsible for pursuing learning goals with honesty and integrity.

6. Students are responsible for meeting their financial obligations to the school in a timely manner.

7. Students, faculty, and staff are expected to treat each other with respect, understanding, and patience appropriate to Christ-like character.

Code of Ethics/Academic Integrity
Trinity assumes that all of its students desire to pursue all academic work with honesty and scholarly integrity. Breaches of academic honesty and integrity are infringements of the mutual faith and trust essential to the academic enterprise.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of activities include, but are not limited to the definitions of cheating, plagiarism,
fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, and computer crimes with descriptions of each found in the Catalog.

Citation/plagiarism issues are reviewed by the Institutional Review Board (IRB). Other breaches of the Code of Ethics are reviewed by the Academic Committee. Sanctions may be imposed, ranging from course and assignment failure to dismissal from Trinity.
Admission

When to Apply
Trinity operates on a continuous enrollment system. This means that any qualified applicant may enroll in courses and/or degree programs offered by Trinity at any time. Applicants must meet the established admission requirements and are notified regarding acceptance or denial accordingly.

Application Protocols
Application for admission to the DMin or EdD should begin with as much lead-time as possible, as some application requirements may involve time delays. Trinity only reviews fully completed files because a partially completed application does not always give an accurate picture of the ability to do doctoral work. Thus applicants with borderline cumulative or area grade point averages but with significant successful ministry experience can be evaluated on the basis of both achievements, not just the GPA. Some applicants mistakenly assume a short-coming in one admission criterion automatically disqualifies them from admission. In reality, significant achievements in other admission criteria may accommodate a short-coming in another area.

Step by step instructions for applying for admission to the DMin or EdD degree program can be found in the Catalog.

General Admission Prerequisites
Admission to the DMin or EdD degree requires the applicant to satisfy the following prerequisites:

- Earn a minimum of 400 on the verbal and 4 on the analytical sections of the Graduate Record Examinations (GRE), or a preferred minimum of 350 on the Miller Analogies Test (MAT). Scores must be from within the last 5 years.
- Submit a written statement listing a minimum of 2 years of relevant experience (up to 1 year can be earned concurrent with the 1st year of study and prior to the Qualifying Examinations unless otherwise stated).
- Complete a scheduled phone interview or face-to-face interview with the appropriate Department Chair.
- Complete an essay of 4-5 pages on why professional doctorate study is being pursued at Trinity.
- Submit two letters of recommendation from ministry or academic professionals on the applicant's abilities to pursue doctoral studies.
- Submit official transcripts of all previous academic study. Policies on the submission of official transcripts are outlined in the Catalog.

TOEFL Score
Applicants whose first language is not English and who have not earned a degree from an appropriately accredited institution where English is the principle language of instruction must submit a score from the Test of English As a Foreign Language exam
(TOEFL). The test must have been taken within the last 2 years. The minimum TOEFL score of 550 on the General Test (paper-based) or 80 on the General Test (Internet-based) is required for admission.

**Prerequisite Grade Point Average**
The minimum cumulative grade point average (GPA) for admission to the DMin or the EdD is equivalent to the letter grade “B” or higher (3.0 on a 4.0 scale). A cumulative GPA below a “B” may disqualify an applicant for admission.

**DMin Degree Specific Admission Prerequisites**
In addition to the General Admission Prerequisites, the DMin degree also requires the applicant to hold the MDiv degree or equivalent from an appropriately accredited school. MDiv equivalency is defined as at least 72 graduate level hours from an accredited institution of which the student has completed at least 12 hours in Biblical Studies, 6 hours in Theology, and 3 hours in Church History.

Applicants who do not have the prerequisite degree for admission will need to demonstrate equivalency through the completion of additional transcripted academic training at Trinity or another accredited institution. It should be noted that completion of equivalency course work does not guarantee admission to the DMin program.

All deficiencies identified in the application process must be satisfied prior to the first term of enrollment.

**EdD Degree Specific Admission Prerequisites**
In addition to the General Admission Prerequisites, the EdD degree also requires the applicant hold a master's degree from an appropriately accredited school with a preferred minimum of 15 hours in Bible/Theology and 15 hours in the anticipated specialization.

Applicants who do not have the prerequisite degree for admission will need to demonstrate equivalency through the completion of additional transcripted academic training at Trinity or another accredited institution. It should be noted that completion of equivalency course work does not guarantee admission to the EdD program.

All deficiencies identified in the application process must be satisfied prior to the first term of enrollment.

**Admission Evaluation**
Completed applications are reviewed by the appropriate Department Chair. All application materials must be submitted in full to be considered for admission. Once applicant files are completed in full, Trinity evaluates applicant profiles in terms of demonstrated and potential ability to complete doctoral studies successfully.
First Term of Enrollment
Normally students admitted to doctoral studies begin their program immediately. Students who wish to delay admission for more than 12 months will need to reapply and resubmit all application materials except official transcripts already on file. The offering of admission at one time does not guarantee admission at another time.

Reappplication
Applicants denied admission to the DMin or EdD program may reapply one time.
Orientation

Orientation to Trinity
Trinity has created an Orientation Manual to assist the doctoral student in knowing and understanding key protocols in the completion of course work. The manual also includes helpful information on matters of document style and formatting in the writing of course assignments and the applied Capstone Research Project (DMin) or Applied Research Dissertation (EdD).

The Trinity Online Learning Center (TOLC) is the hub of academic resources and learning activities regardless of the chosen course delivery system. The TOLC provides access to online classrooms and resource rooms, plus the Hunter Theological Library. Doctoral students are required to work through the Trinity Tutorial on the TOLC prior to starting any course work in order to become familiar with how the TOLC works.

The doctoral student will also want to read carefully the Student Handbook for information on academic policies, and especially the procedures for the submission of course assignments and other documentation in the program of study. The doctoral student should also read carefully the Catalog for information on the program of study.
Enrollment

Enrollment Protocols
Enrollment for courses is usually conducted through the assigned Academic Advisor. Doctoral students are encouraged to follow the order of courses as they appear in the Catalog. The list of courses in the program of study appears in the Catalog current at the time of the student's first enrollment. An enrollment agreement is created for the doctoral student that lists the courses to be taken and outlines the responsibilities in completing the term of enrollment.

The successful doctoral student will only enroll in the number of courses that can be completed in full during the term of enrollment. The Academic Advisor or other Enrollment Personnel can help the doctoral student determine how many courses to take given previous academic progress and other life and work responsibilities.

Enrollment Agreement
All students are required to complete and submit an Enrollment Agreement which outlines the terms of the enrollment and financial obligations for the course/degree. Detailed information on Enrollment Agreements, course loads, course length, and incompletes and extensions can be found in the Student Handbook and the Catalog.

Registration
To register for Regional/Webinar, Online, or DVD Courses, please call (800) 545-3306, visit the seminar link on the Web site at www.trinitysem.edu, or send an email to seminars@trinitysem.edu.

To register for Independent Study Courses (other than DVD Courses), please call the assigned Academic Advisor at (812) 853-0611, visit the Student section on the Web site at www.trinitysem.edu, or send an email to contact@trinitysem.edu.

Students are strongly encouraged to enroll in Regional and Online Courses at least one month prior to the start date of the course. This allows plenty of time for students to order and receive their textbooks. Questions concerning enrollment deadlines vary by delivery system and should be directed to the Academic Advisor.

The deadline to add Independent Study Courses (including DVD Courses) is 6 months after the activation date of the Enrollment Agreement. Students may elect to add Regional (including Webinar Courses) and Online Courses at any time prior to the expiration date of the Enrollment Agreement.

Statute of Limitations on Degree Completion
The DMin and EdD degrees are designed to be completed in a minimum of three years. This time frame includes all coursework plus the Capstone Research Project or Applied Research Dissertation. Under no circumstances shall a student extend the time of completion of coursework and the applied research beyond ten years.
Changing specializations does not start a new "clock" or time period. The degree completion time period is calculated from the date of initial enrollment in the degree.

**Tuition Payments**
Detailed information on paying the student account can be found in the *Student Handbook* or by contacting Financial Services at (812) 453-0611.

Doctoral students must keep their account paid as scheduled in order to be able to enroll in an academic term. Payment on the student account must be made in a timely fashion to avoid penalty fees.

Check payments to the student account should include the student's full name and Trinity ID number to insure the correct account is credited properly.

**Financial Aid**
Information on the limited number of grants offered by Trinity is available through Financial Services. Financial Services works in conjunction with Enrollment Services and Academic Advisors in the awarding of grants.
Doctoral Program Protocols

Doctoral Studies and the Trinity Calendar
Important academic dates are listed on the Academic Calendar found in the Catalog and the Student Handbook. Students who ignore the academic calendar, particularly in regard to course completion and/or completion dates may incur additional fees and/or fail to graduate as scheduled.

Internet Access and Web-Based Resources
Doctoral students will find it difficult, if not impossible, to complete all program requirements without easy access to a personal computer and the Internet. All doctoral students are required to have an e-mail account. Free e-mail accounts are available through some commercial providers.

Submission of Assignments
Doctoral students may submit course assignments electronically through a form on the Trinity website or Trinity Online Learning Center (TOLC) home page, or by postal mailing a hardcopy of the assignment to Trinity. An appropriate assignment cover page must be completed and provided. The weblink to the online assignment submission form is www.trinitysem.edu/assignments.html. Assignments must be in Word format unless otherwise specified. (Other formats periodically used for assignments include PowerPoint and Excel.) Instructions on submitting assignments can be found in the Orientation Manual and the Student Handbook.

Stylistic Matters for Course Documents and Formal Research
Doctoral students are required to submit all course papers in the style found in the current edition of Kate L. Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations. Additional style and formatting information can be found in the writing section of the Orientation Manual, the Applied Dissertation and Capstone Project Guide, and the Research and Writing Helps document found on the home page of the TOLC.

Careful attention should be given to matters of style as noted in the Turabian manual. Documents with spelling errors and significant English grammar errors will be returned ungraded, and late assignment protocols will apply to the resubmitted document.

Trinity specified style and format requirements automatically supersede Turabian requirements.

Research Document Prose
The writing of research papers and the project or dissertation should be with formal writing prose. Avoid contractions like, “can’t,” “don’t,” etc. Instead, use “cannot,” “do not,” etc. Do not use first- or second-person voice unless instructed to do so in the research assignment. Avoid phrases such as, “What do you do with . . .?” or “I found in my study.” Instead, use phrases such as, “What does one do with . . .?” or “This researcher observed.”
A research paper is more than a summary of the various resources reviewed. The writer must move beyond the summarization of resources to the critical evaluation of the research materials. Critical evaluation or critical reflection is more than telling the reader, “This book says this and this book says that” about the research topic. Critical reflection also:

1. Identifies the specific strengths and weaknesses of the resources;

2. Describes the validity of the information and the reliability of the sources based on the information reported in other resources;

3. Demonstrates how the sources agree or disagree with each other and/or other significant positions held by authorities in the subject area;

4. Explains how the research findings impact the discipline(s) from which the topic arises; and

5. Draws conclusions based on the evidence presented.

Community of Learning
Doctoral students are encouraged to abandon any competitive habits accumulated during previous years of formal schooling. The idea of doctoral course work is to engage the student in the giving and receiving of ideas, information, sources, and materials in the context of a community of scholarship. This sort of exchange includes sharing manuscripts and applied research findings with other students for analysis and evaluation.

Doctoral students are expected to enter fully into course dialogues, whether face-to-face or through online discussions. This community of scholars may be maintained between courses through the use of e-mail and voluntary online discussion groups.

Doctoral students are expected to ground their research in significant and pertinent literature and to share ideas and resources with their colleagues. In sum, doctoral students are expected to know what they are talking about and are expected to help one another.

In the facilitation of community and the networking for cooperative learning, two educational principles are considered essential:

1. The outcome of advanced graduate education is the development of refined sustainable habits of scholarly inquiry with professional integrity. These habits include engaging in seamless and lifelong learning, and discerning, upholding, and accurately communicating truth.
2. Competitive practices and individualistic approaches to scholarly inquiry are considered inappropriate outcomes and inappropriate toward the community of learning.

3. The preferred learning environment is one that fosters a community of cooperative inquiry. Faculty and students alike are to be engaged in this learning community toward the development of all participants, not just the individual.

**Trinity Online Learning Center**

The Trinity Online Learning Center (TOLC) is a key component of the Trinity educational system. Online classrooms and resource rooms in the TOLC allow students direct access to audio lectures, course study guides, and other materials. Discussion forums are used to communicate directly with professors and other students to share ideas and gain insight through classroom discussion.

**Harold F. Hunter Theological Library**

Trinity's Harold F. Hunter Theological Library is an electronic resource for theological learning and research that helps serve the information needs of the students and faculty of Trinity College of the Bible and Theological Seminary. It is accessible to students and faculty at [www.trinitysem.edu](http://www.trinitysem.edu) and thru the TOLC at [http://lessons.trinitysem.edu](http://lessons.trinitysem.edu). The resources it contains will help the online researcher in the completion of course assignments and degree requirements.

Students are expected to locate and use library resources available to them for the purpose of conducting research. In order to help students with the process, Trinity’s Hunter Theological Library provides students with access to information resources in many different formats that will guide them to relevant resources on the Internet. Scholarly resources provided are in the forms of online databases, downloadable files, and links to web-based material. Specialized searches falling outside the general provisions of the Hunter Theological Library may be *contracted* with Trinity's Information Specialist.

In addition to the many research resources available, students can also contact Trinity’s Information Specialist (librarian) to assist with specific needs. Students, faculty, and staff are able to contact Mrs. Ruth Dalman, M.L.S., Trinity Information Specialist, via email at librarian@trinitysem.edu, telephone/fax at (763) 533-3799 (CST), and postal mail at Mrs. Ruth Dalman, 5549 Girard Ave N, Brooklyn Center, MN 55430. Students must provide full information (full name, student ID#, phone, full postal address and email address) when contacting the Information Specialist.
Faculty Advisor
The Department Chair of the appropriate academic department serves as faculty advisor for doctoral students in the EdD program. In the DMin, the Academic Advisor substitutes for the faculty advisor until the writing of the Capstone Research Project.

Applied Research Supervision
Doctoral students are assigned a Supervision Committee at the proposal stage in conducting applied research. Every effort is made to match student research interests with the areas of expertise of the Trinity faculty.

Students may indicate their preferences in the configuration of their Supervision Committee at the time of the submission of the proposal. Students should be aware, however, that faculty members are limited in the number of projects and dissertations they can supervise at one time.

Appointments with Faculty
Students are free to contact the faculty via phone or e-mail (preferred) at any time. Contact information for Department Chairs and Director of Program can be found in the Student Handbook and the Orientation Manual. The scheduling of phone appointments is preferred so that the faculty can be prepared to provide the best assistance to the student at the time of contact.

Languages Requirement
Because of the emphasis on statistics and research design competencies in some projects and dissertations, additional language studies are not ordinarily required in the program of study. However, it is the prerogative of the Supervision Committee to require students to have a working knowledge of one or more foreign or modern languages should the anticipated applied research topic require additional language competencies.

Transfer Credit
Trinity does not accept transfer credit for doctoral degree work completed at other institutions prior to the first term of enrollment as a doctoral student at Trinity. As is true in most doctoral programs, courses taken toward the completion of a doctoral degree must be completed through Trinity, or studies at another institution must be pre-approved by Trinity.

Resident Study Requirements and Academic Status
Resident-level study is not required as part of the graduation requirements for the DMin or EdD programs.

Course Delivery Systems
Trinity provides three course delivery systems with several options to help the student progress through the program of study in as timely a fashion as possible. Delivery system options include face-to-face regional courses, webinars, twelve-week online courses, and independent study courses for studying at one's own pace. Detailed
information about these delivery systems and their options can be found in the Catalog and the Student Handbook.

**Degree Awarding Deadlines**
Deadline dates for degree awarding can be found in the Student Handbook.

**Audit Policy**
Students are not allowed to audit doctoral seminars, but rather must take them for credit. Masters degree students are not allowed to audit doctoral seminars or take them for credit.

**Grading and Academic Probation**
A course grade must be a “B” (3.0) or above to be acceptable to be counted for credit toward a doctorate degree. This grade requirement also applies to pre-approved university study course work completed at other academic institutions.

If students fail to maintain the required cumulative grade point average (GPA of 3.00), they are subject to be placed on academic probation until their cumulative GPA is satisfactory. Academic probation is a period in which students must achieve a prescribed level of academic performance. Students who fail to demonstrate improved academic performance will be referred to the Academic Committee for appropriate action.

Lesson submissions for dissertations, capstone research projects, or theses will not be accepted unless the seminary student’s cumulative grade point average is 3.0 or above.

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

Trinity conducts a series of program progress evaluations at key points in the program of study to protect students from investing time and financial resources into a program they are unlikely to complete successfully:

1. Applicants offered provisional admission due to a weak area in the admission profile are evaluated at the end of the first enrollment of study to determine the feasibility of the student being able to complete the doctoral program successfully. This evaluation consists of a review of the grades earned in each course plus the self-directed learning skills demonstrated by the student. Students whose coursework performance indicates they are unlikely to complete the remaining program requirements successfully will be not be allowed to continue in the program, and will be encouraged to explore other types of training as appropriate. Any grade below “B” results in termination from the program.
2. The qualifying examinations (EdD) are a natural progress evaluation point in the program of study. Students who fail to complete the qualifying examinations successfully are not allowed to continue studies in the doctoral program.

3. The comprehensive examinations (EdD) are a natural evaluation point in the program of study. Students who fail to complete the comprehensive examinations successfully are not allowed to continue studies in the doctoral program.

4. The Capstone Research Project defense or Applied Research Dissertation defense are a natural progress evaluation point in the program of study. Students who fail to complete the applied research process successfully are not allowed to complete studies in the doctoral program.

**Withdrawal from the Program**

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

Students who withdraw from the program and are readmitted at a later date must still complete all degree requirements within a total of ten years of study. The ten years of study includes terms attempted prior to withdrawal from the program.

**Statute of Limitations**

The DMin and EdD degrees are designed to be completed in a minimum of three years. This time frame includes all coursework plus the Capstone Research Project or Applied Research Dissertation.

Under no circumstances shall a student extend the time of completion of coursework and applied research beyond ten years.
DMin Program Design

Course Study Guides and Textbooks
Course Study Guides are made available through the Trinity Online Learning Center (TOLC) resource room or classroom one month prior to the start of a course. Study Guides are not available prior to this date.

Doctoral students are expected to be on the cutting edge of knowledge, not the trailing edge. Therefore, current editions of multiple edition textbooks are used in courses. Although older editions of textbooks are cheaper, doctoral students will be expected to know the information in the current edition.

Program Design
The purpose of the DMin is to offer experienced ministers opportunities to hone skills in theological reflection, research design, and methods within a specified area of ministry to improve their service and leadership among God's people. The DMin degree consists of a total of 36 semester credit hours of study which is broken down into 30 semester credit hours (2 years) of coursework (12 credits of qualifying core courses, 18 credits of major core courses), and 6 credit hours (1 year) of writing the Capstone Research Project. Students complete the qualifying core of 12 credits and then take the DMin Qualifying Examination. After successful completion of the Qualifying Examination, the doctoral student then completes 18 credits of study in one major core: Biblical Counseling; Christian Management and Leadership; Conflict Management; Pastoral Ministry; or Pulpit Communication and Expository Preaching.

Following the successful completion of the 18 credits of major core courses, the doctoral student undertakes the writing of the Capstone Research Project consisting of 6 credit hours of study over a minimum of 1 year. Following the successful completion of the Capstone Research, the student completes a Mission Outcomes Assessment. The learning competences of the overall program are:

1. Learners will refine the theological basis for ministry in their area of specialization.

2. Learners will describe and evaluate various approaches to conflict resolution within Christian organizations.

3. Learners will use appropriate research methodology to evaluate and improve their practice of ministry.

4. Learners will complete a Capstone Research Project reflecting their theological basis for ministry and their understanding of sound research principles.
A minimum of 33 credits must be earned at Trinity. All courses are 3 semester credit hours unless otherwise noted. Courses may be taken in any order unless otherwise specified.

A maximum of 3 credits may be satisfied via transfer credit relevant to the student's program of study and equivalent in both content and degree level. Transfer credit must be with a grade of "B" or above from an appropriately accredited school and satisfy the requirements of the program. Awarding degree credit for experiential learning is not available at the doctoral level.

A detailed outline of the courses in the DMin program and its majors can be found in the Catalog. The flow of the program design can be envisioned as follows:

- Application for Admission
- Trinity Tutorial Course (0 credits)
- DMin Qualifying Core (12 credits)
  - RW 800 Research Within a Christian Worldview
  - PM 741 Applied Research in Theology of Ministry
  - CM 726 Critical Issues in Managing Conflict
  - Choose one:
    - RW 710 Empirical Research Methods
    - RW 810 Bibliographic Research Methods
- DMin Qualifying Examination (0 credits)
- DMin Major Core (18 credits; see core courses of majors in the Catalog)
- DMin Comprehensive Examination (0 credits)
- DMin Capstone Research Project (6 credits)
- Mission Outcomes Assessment (0 credits)
- Graduation

The major core areas available in the DMin are Biblical Counseling, Christian Management and Leadership, Conflict Management, Pastoral Ministry, and Pulpit Communication and Expository Preaching.

**Mediated Learning Design**

The goal of doctoral coursework is for students to explore the theoretical foundations of a subject in order to generate informed applications for vocational ministry. Research papers will involve identifying precedent theory and practices, evaluating them in light of theological presuppositions and ministry assumptions, resulting in the proposition of new theoretical constructs or revised applications for ministry. In some cases the research may influence policies, procedures, and practices in the workplace.
Qualifying Examination
The Qualifying Examination is scheduled after a student has completed the 12 credits of qualifying core coursework and before continuing on in the program of study. This examination insures the student is ready to continue doctoral level work prior to investing additional resources in a program he or she would be unable to complete.

The examination is a handwritten exam consisting of one line of inquiry, broadly defined, from each of the qualifying core courses. The students is provided a list of study questions to prepare them for the written exam. From this list, four questions will be chosen at random by the faculty to form the Qualifying Examination. The student takes the examination under proctored conditions and is given 4 hours to handwrite the exam (approximately one hour per question).

Upon passing the Qualifying Examination, the student is advanced to full admission status.

Comprehensive Examination
The comprehensive examination marks the shift from “user of knowledge of the field” to the “originator and extender of the knowledge base of the field.” This exam also samples the critical thinking and problem solving skills of the doctoral student. The comprehensive examination consists of written evaluations integrating the concepts of the core course work in the doctoral program.

The Comprehensive Examination is scheduled after a student has completed the 18 credits of major core courses and before researching and writing the Capstone Research Project. The examination insures the student is ready to continue doctoral level work prior to investing additional resources in a program he or she would be unable to complete.

The examination is a handwritten exam consisting of one line of inquiry, broadly defined, from each of the major core courses. Students are given access to all of the questions for purposes of preparation, but will only be required to write upon four questions chosen by the faculty from the list. The examination also includes a fifth question related to the potential Capstone Research Project. The student takes the examination under proctored conditions and is given 5 hours to handwrite the exam (approximately one hour per question).

Upon passing the Comprehensive Examination, the student is advanced to degree candidacy status and can then enroll in the Capstone Research Project course for the writing of the final applied research document.

Examination Evaluation
A student must receive a grade of “B” (3.0) or higher on each qualifying or comprehensive written examination area to pass. A grade of “B-” or below on a written examination area will require remedial work determined by the Department Chair, which
may require retaking the written examination. Remedial work usually takes the form of additional reading and/or research.

A second written examination follows the pattern of the first written examination in all respects. Failure to pass the written examination a second time will result in dismissal from the program of study.
EdD Program Design

Course Study Guides and Textbooks
Course Study Guides are made available through the TOLC resource room or classroom one month prior to the start of a course. Study Guides are not available prior to this date.

Doctoral students are expected to be on the cutting edge of knowledge, not the trailing edge. Therefore, current editions of multiple edition textbooks are used in courses. Although older editions of textbooks are cheaper, doctoral students will be expected to know the information in the current edition.

Program Design
The purpose of the EdD is to develop educational leaders through an interdisciplinary curriculum based on a biblical worldview. The EdD degree consists of a total of 60 semester credit hours of study which is broken down into 48 semester credit hours (2 years) of coursework (12 credits of qualifying core courses, 12 credits of general core courses, and 24 credits of specialization core courses), and 12 credit hours (1 year) of writing the Applied Research Dissertation. Students complete the qualifying core of 12 credits and then take the EdD Qualifying Examination. After successful completion of the Qualifying Examination, the doctoral student then completes 12 credits of general core courses, and 24 credits of specialization core courses in one area: Biblical Counseling; Christian Education; Christian Management and Leadership; Christian Theology; Christian Women's Studies; Conflict Management; Pastoral Ministry; or Pulpit Communication and Expository Preaching.

Following the successful completion of the 12 credits of general core and 24 credits of specialization core study, the doctoral student must pass the Comprehensive Examination. Following the successful completion of the Comprehensive Examination, the student undertakes the writing of the Applied Research Dissertation consisting of 12 credit hours of study over a minimum of 1 year. Following the successful completion of the Applied Research Dissertation, the student completes a Mission Outcomes Assessment. The learning competences of the overall program are:

1. Learners will develop, with faculty assistance, a focused program of study in a specific area.

2. Learners will analyze and evaluate the history and philosophy of education.

3. Learners will understand, apply, and evaluate the various theories and practices of education in their ministry context.

4. Learners will interact with the content of the chosen program through analysis, critical evaluation, and synthesis, culminating in an applied dissertation.
A minimum of 51 credits must be earned at Trinity. All courses are 3 semester credit hours unless otherwise noted. Courses may be taken in any order unless otherwise specified.

A maximum of 9 credits may be satisfied via transfer credit relevant to the student's program of study and equivalent in both content and degree level to the core courses in the doctoral program. Transfer credit must be with a grade of "B" or above from an appropriately accredited school and satisfy the requirements of the program. Awarding degree credit for experiential learning is not available at the doctoral level.

A detailed outline of the courses in the EdD program and its specializations can be found in the Catalog. The flow of the program design can be envisioned as follows:

- Application for Admission
- Trinity Tutorial Course (0 credits)
- EdD Qualifying Core (12 credits)
  - RW 800 Research Within a Christian Worldview
  - BS 718 Contemporary Biblical Hermeneutics
  - CE 813 The Theory and Practice of Education
  - CE 799 Exploring the History and Philosophy of Education
- EdD Qualifying Examination (0 credits)
- EdD General Core (12 credits)
  - PH 799 Comparative Analysis of Worldviews
  - PM 704 Leading Change
  - PM 741 Applied Research in Theology of Ministry
  - Choose one:
    - RW 710 Empirical Research Methods
    - RW 810 Bibliographic Research Methods
- EdD Specialization Core (24 credits; see the core courses for the targeted specialization in the Catalog)
- EdD Comprehensive Examination (0 credits)
- EdD Applied Research Dissertation (12 credits)
- Mission Outcomes Assessment (0 credits)
- Graduation

**Mediated Learning Design**

The goal of doctoral coursework is for students to explore the theoretical foundations of a subject in order to generate informed applications for vocational ministry. Research papers will involve identifying precedent theory and practices, evaluating them in light of theological presuppositions and ministry assumptions, resulting in the proposition of new theoretical constructs or revised applications for ministry. In some cases the research may influence policies, procedures, and practices in the workplace.

**Qualifying Examination**

The Qualifying Examination is scheduled after a student has completed the 12 credits of qualifying core course work and before continuing on in the program of study. This examination insures the student is ready to continue doctoral level work prior to investing additional resources in a program he or she would be unable to complete.

The examination is a handwritten exam consisting of one line of inquiry, broadly defined, from each of the qualifying core courses. The student is provided a list of study questions to prepare them for the written exam. From this list, four questions will be chosen at random by the faculty to form the Qualifying Examination. The student takes the examination under proctored conditions and is given 4 hours to handwrite the exam (approximately one hour per question).

Upon passing the Qualifying Examination, the student is advanced to full admission status and can enroll in the general core and specialization core courses.

**Comprehensive Examination**

The comprehensive examination marks the shift from "user of knowledge of the field" to the "originator and extender of the knowledge base of the field." This exam also samples the critical thinking and problem solving skills of the doctoral student. The comprehensive examination consists of written evaluations integrating the concepts of the core course work in the doctoral program.

The Comprehensive Examination is scheduled after a student has completed the 12 credits of general core and 24 credits of specialization core courses, and before researching and writing the Applied Research Dissertation. The examination insures the student is ready to continue doctoral level work prior to investing additional resources in a program he or she would be unable to complete.

The examination is a handwritten exam consisting of one line of inquiry, broadly defined, from each of the general core and specialization core courses. Students are given access to all of the questions for purposes of preparation, but will only be required to write upon four from the list. The examination also includes a fifth question related to the potential Applied Research Dissertation. The student takes the examination under proctored conditions and is given 5 hours to handwrite the exam (approximately one hour per question).
Upon passing the Comprehensive Examination, the student is advanced to degree candidacy status and can then enroll in the Applied Research Dissertation course for the writing of the final applied research document.

**Examination Evaluation**
A student must receive a grade of “B” (3.0) or higher on each qualifying or comprehensive written examination area to pass. A grade of “B-” or below on a written examination area will require remedial work determined by the Department Chair, which may require retaking the written examination. Remedial work usually takes the form of additional reading and/or research.

A second written examination follows the pattern of the first written examination in all respects. Failure to pass the written examination a second time will result in termination from the program.
DMin Capstone Research Project

**Institutional Review Board**
All doctoral students completing a project or dissertation must submit a "Petition to Use Human Subjects in Research" form to the Institutional Review Board (IRB) and receive Board approval before conducting the research. This approval is required whether the research is purely bibliographic or involves human participants in the gathering of data for analysis.

The Institutional Review Board is the faculty committee that oversees the protection of human participants in all research activities undertaken by Trinity's faculty and students. The IRB is responsible for ensuring that research done under the auspices of Trinity meets the requirements of federal regulations regarding the just, humane, and ethical treatment of human participants and that the rights and welfare of those participants are adequately protected.

Students are responsible for becoming acquainted with the IRB's procedures. Requisite instructions and forms to submit with the research proposal can be found on the home page of the TOLC under "Handbooks and Guides." Students should use the most current forms posted on the TOLC.

**Preparations for Writing the Proposal**
The process of writing the Capstone Research Project is not a sudden enterprise, but a progressive investigation of a line of inquiry begun in the major core courses and research design course. The research methods utilized for the project must be appropriate to the type of research being conducted. In general, qualitative and/or quantitative methodologies appropriate for the project will take the forms of descriptive research, ethnographic research, historiographic research, or experimental methodologies and their variants. Applied research based on literary analyses of precedent literature as used in the humanities will follow appropriate bibliographic methodologies in the exploration of a topic.

The doctoral student is expected to become fully acquainted with the design parameters and requirements of the research method chosen for the project. The *Applied Dissertation and Capstone Project Guide* is provided on the home page of the Trinity Online Learning Center (TOLC) to help students structure and format their applied research submissions correctly.

**Formation of the Supervisory Committee**
A doctoral student is assigned a Supervision Committee at the time the proposal is submitted. Every effort is made to match student research interests with the areas of expertise of the faculty. Students are free to make recommendations as to the desired configuration of committee members at the time the proposal is submitted.
The Supervision Committee will consist of a Chair, Second Reader, and Third Reader (often an external reader).

**Supervision Protocols**

The onus of responsibility in the supervision of the development of the Capstone Research Project falls to the chair of the Supervision Committee. The second reader and third reader, serve as consultants during the development stages of the project. Students should expect to direct research questions through the chair of the Supervision Committee and not directly to the other members of the committee.

Students are encouraged to make phone appointments for the discussion of project material, rather than making impromptu phone calls or writing lengthy e-mails with numerous imbedded questions. Prior to scheduled phone appointments, students should e-mail the Supervision Committee chair with a list of the primary questions to be discussed, attaching an electronic copy of the chapter(s) of the research under discussion. The more context information that is provided, the more accurate the response will be.

Students are responsible for keeping the Supervision Committee chair frequently informed of progress made in the research and writing of the project.

**Preparing the Proposal**

The proposal serves as the contract between the student and the institution and outlines the development of the final copy of the Capstone Research Project. The proposal must follow all matters of style as required for the final copy of the project.

The *Applied Dissertation and Capstone Project Guide* provides doctoral students with research design blueprints (empirical design or bibliographic design) that are to be followed in the development of the proposal. These blueprints essentially outline in detail the structural content of the first chapter of the research, plus provide a rough outline of the content of the remaining chapters of the project. It is critical that doctoral students include all sections of the research design blueprint in the development of the proposal. Particular care should be given to the title of the project, since it is often what draws other readers to the project research findings.

*Four copies of the completed proposal (research design blueprint) are to be sent to Trinity for review, accompanied by one copy of the completed research ethics forms. The blueprint and the ethics forms should not be sent directly to the Supervision Committee.*

**Proposal Approval**

Once the proposal (research design blueprint) is received, it is forwarded to the Institutional Review Board with the appropriate research ethics forms for evaluation. The level of risk to human subjects is determined by the Board, and the protocols that the student must follow in conducting the project research are indicated.
The proposal is then forwarded to the appropriate Department Chair for the assignment of the members of the Supervision Committee. The Supervision Committee then receives the research design blueprint proposal and makes its recommendations and notes requisite changes. The student is then notified of these decisions through the Supervision Committee chair and must abide by them in the revision of the proposal. In some cases, a revised research design blueprint or other documentation may be required to be submitted by the student before research is conducted (e.g., data gathering instrumentation must be approved before dissemination to human subjects).

Doctoral students must develop the Capstone Research Project in such a way that all matters of style and formatting are accurate per the parameters provided in the *Applied Dissertation and Capstone Project Guide (Guide)* and Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* (Turabian). Particular attention should be given to the special formatting requirements of the preliminary pages of the project, including the title page, signature page, copyright page, the vita of the researcher, and the project's abstract. The content of each chapter of the project should also contain the appropriate sections and headings as indicated in the research design checklists in the *Guide*, or as directed by the Supervision Committee.

**Applied Research Status Report**

The doctoral student is expected to periodically inform the Supervision Committee chair or his or her progress in the writing of the Capstone Research Project. This communication will usually be in the form of a brief email on progress made since the last communication with the chair.

**Capstone Research Project Defense**

Once the doctoral student completes the Applied Research Dissertation, he or she submits four copies of the completed research to Trinity for dissemination to the Supervision Committee. The committee then evaluates the research and makes a determination if the research is ready for an oral defense hearing. If so, a conference call is scheduled with the student and the members of the Supervision Committee. If not, recommendations and requisite changes are noted and the research is returned to the student for updating.

During the oral defense hearing, the student presents his or her research process and findings in a 20 minute presentation. The Supervision Committee will then conduct a Question and Answer session with the student on the research findings. Modifications to the final applied research document are noted, and the student must abide by the revisions requested or required in the final copy of the dissertation.

The final copies of the Applied Research Dissertation must conform to all matters of style as outlined in the *Applied Dissertation and Capstone Project Guide* and Turabian. The *Guide* provides specific examples of preliminary page content and format, plus provides a checklist of the requisite section headings and subsequently research content. The *Student Handbook* will also provide instructions on the submission of the final copies of the dissertation (e.g., quantities, archival quality of the paper, etc.).
EdD Applied Research Dissertation

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**Graduation**

**Preparing for Graduation**
Doctoral students are encouraged to remember that all financial obligations to the seminary must be paid in full before they can graduate. It is strongly encouraged to consider payment in full to include payment for the binding and microfilming and copyrighting of the dissertation.

**Cap and Gown**
Many doctoral students like to purchase their own cap, hood, and/or gown. The rented cap and gown is only a mortarboard with a basic all black gown. However, the regalia associated with Trinity has come to be a black tam in lieu of the mortarboard.

EdD students who purchase the doctoral gown often opt to have light blue piping (the color of education) placed around the black chevrons on the sleeves and front panels of the gown.

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

**Commencement**
Commencement is usually held on Saturday morning the first Saturday of August each year. Participation in Commencement is not required but encouraged.

In order for graduates to participate in Commencement, they must participate in graduation rehearsal. Rehearsal is held Friday morning the day before Commencement.

A Graduation Banquet is usually held on Friday evening the day before Commencement. The meal for this separate event is paid for by the graduate and family members who wish to attend.

Graduates should plan to arrive for graduation activities on Thursday evening at the latest, and encourage family members to arrive by noon on Friday in order to be present for the Graduation Banquet (if attending Friday evening) and the Commencement Ceremony on Saturday morning.