



PIEDMONT

INTERNATIONAL UNIVERSITY

BOWMAN SCHOOL OF BIBLE AND THEOLOGY

DOCTOR OF PHILOSOPHY

HANDBOOK

2018-2019

Table of Contents

GENERAL INFORMATION	5
Ph.D. Program Description	5
Piedmont International University Mission	5
Piedmont International University General Objectives	5
Temple Baptist Seminary Objectives.....	7
Ph.D. Program Objectives	8
Accreditation and Authorization.....	8
Length of Program	9
University Facts	11
Statement of Faith	12
Points of Conviction.....	15
Admission Policies and Procedures	17
Admission Requirements	17
Admission with Deficiencies	17
Non – Program Students	18
Transfer of Credits.....	18
FERPA	19
Nondiscrimination Policy.....	20
ACADEMIC INFORMATION.....	20
Program Structure: Ph.D. in Biblical Studies.....	20
Ph.D. in Biblical Studies – Old Testament Concentration	20
Ph.D. in Biblical Studies – New Testament Concentration.....	22
Ph.D. in Biblical Studies – Systematic Theology Concentration	23
Program Policies and Procedures.....	24
Crediting Courses	24
Grade Dispute.....	24
Form of Course Papers	24
Satisfactory Academic Progress.....	25
Continuous Enrollment Policy.....	29
Program Completion Deadlines (Fall-Spring Plan)	30
Class Attendance	31
Full-time Enrollment	31
Academic Progress: Phase One – Curriculum Completion Requirements	31

Registration.....	31
Academic Advising.....	33
Completion of Core Courses, Concentration Courses, and General Electives.....	34
Multiple Concentrations.....	34
Dissertation Inquiry.....	35
Academic Progress: Phase Two – Post-curriculum Requirements.....	35
Teaching Practicum (MPC881).....	35
Written Comprehensive Examinations: Core Courses, Concentration.....	35
Oral Comprehensive Examinations: Core Courses, Concentration.....	36
Research Design and Procedures (RES895).....	36
Admission to Candidacy.....	36
Dissertation Preliminary Research.....	37
Academic Progress: Phase Three – Dissertation.....	37
Dissertation Committee.....	38
Selecting a Topic.....	38
Dissertation Proposal.....	38
Dissertation Prospectus.....	39
Dissertation Writing Process.....	39
Committee Approval of the Final Draft.....	45
Copying and Binding.....	46
Final Dissertation Deadline.....	46
Grading and Credits.....	46
Dissertation Filing.....	46
Copyright and Publication.....	46
FINANCIAL INFORMATION.....	47
Refund.....	47
Financial Aid and Scholarships.....	47
STUDENT CONDUCT.....	51
STUDENT COMPLAINT.....	51
GRADUATION.....	52
Satisfactory completion of all coursework with a GPA of 3.00 or above.....	52
Satisfactory score on the written comprehensive examination.....	52
Submission of three originals of the final copy.....	52
Satisfactory score on the dissertation defense.....	52
Essential agreement with the Statement of Faith.....	52

Evidence of Christian character	52
Completion of all work within eight years.....	52
All financial obligations to the Seminary paid in full	52
Attending the Graduation Program.....	52
CHECKLISTS	52
DIRECTORY OF COMMUNICATION	64
CALENDAR.....	65

1. GENERAL INFORMATION

a. **Ph.D. Program Description**

The Ph.D. program at Piedmont International University is designed to prepare persons of exceptional ability and promise to conduct research at the highest level to aid in having an impact on lives for Christ in their service as pastors, seminary and Bible College professors, authors, and Christian leaders. Through a series of carefully designed core, concentration, electives, research, and practicum courses and experiences the student develops the competencies to do advanced Biblical research, to think critically, to mature spiritually, and to communicate Biblical truth effectively in a technologically advanced society.

The 60-hour program may be built on a university graduate preparation of a master's degree in Biblical studies and theology or on a seminary Master of Divinity degree.

The language-based curriculum requires a proficiency in Greek and Hebrew.

Students are able to enrich their understanding of Biblical truth further with elective courses in ancient languages. Students deficient in Greek and Hebrew must make up these deficiencies.

The focus of the Ph.D. program is Biblical studies. Students may select one of the following three concentrations: Old Testament, New Testament, or Theology. The culmination of the program is the Ph.D. dissertation. Consistent with the doctrinal position of the University, the theological perspective of the program is conservative, premillennial, and dispensational. The goal of the program is to produce scholars who are passionate about communicating Biblical truth effectively.

i. **Piedmont International University Mission**

Piedmont International University is an established provider of quality, Bible-centered higher education for effective lifetime ministry. We are driven by our love for students and alumni and are committed to their success. We serve churches by equipping leaders to obey the Great Commandment and fulfill the Great Commission.

ii. **Piedmont International University General Objectives**

Piedmont International University has both specific and general objectives. The specific objectives are stated for each program of study and are listed immediately preceding each curriculum in the academic catalogs. General

objectives in the education of all students enrolled at Piedmont International University are as follows:

1. **Christian Maturity** - To cultivate Christian living so that graduates will:
 - a. Practice a quiet time in the Scripture
 - b. Demonstrate an effective prayer life
 - c. Witness to others of the salvation available through Jesus Christ
 - d. Join, faithfully attend, and actively serve in a Bible-believing local church
 - e. Exhibit holy character through obedience to Christian principles
 - f. Obey the will of God for their lives
2. **Biblical Knowledge** - To inculcate a comprehensive knowledge of the Bible so that graduates will:
 - a. Develop a thorough working knowledge of Bible doctrine and systematic theology
 - b. Cultivate a biblical world-view
 - c. Interpret accurately the Bible using the Dispensational, Premillennial hermeneutic
3. **Christian Service** - To instill a vision for and commitment to Christian service so that graduates will:
 - a. Engage in vocational Christian service as God leads
 - b. Serve effectively in a local church ministry
 - c. Participate in the cause of world missions
4. **General Education** - To broaden the general education of students for effective living as Christian
 - a. Communicate effectively in speech and writing, demonstrating skills such as creative expression, exposition, and argumentation
 - b. Interpret and evaluate experiences, literature, language, and ideas in critical, logical, and constructive ways

- c. Develop aesthetic sensitivities and enhanced creativity
 - d. Cultivate knowledge of other cultures and appreciation for diversity
 - e. Construct an historical nexus for an appreciation of all other disciplines
5. **Professional Skills** - To teach students the specialized skills, knowledge, and attitudes necessary for competent Christian service so that graduates will:
- a. Minister as pastors, church staff members, evangelists, missionaries, or Christian educators
 - b. Exhibit traits and skills necessary for spiritual leadership
 - c. Be equipped to enter graduate-level professional programs of study
6. **Personal Growth** - To foster the personal development of the individual student so that graduates will:
- a. Practice a wholesome balance in diet, exercise, rest, and recreation
 - b. Synthesize biblical principles of physical, emotional, and social health
 - c. Demonstrate habits of courtesy and thoughtfulness
 - d. Exhibit social skills and graces

iii. Temple Baptist Seminary Objectives

1. Proficiency in applying a literal hermeneutic leading to:
 - a. A deeper understanding of Biblical truth
 - b. A knowledge of theology that is Biblical and articulation of a view of Scripture that is Dispensational and Pre-Millennial
 - c. A practice of a Biblical worldview
2. Possession of professional skills demonstrated by:
 - a. Conducting advanced research in Biblical studies
 - b. Communicating the Bible effectively to contemporary audiences though preaching, teaching, and writing
 - c. Using technology and media to enhance communication

3. Preparation for godly leadership to equip for:
 - a. Influencing people toward God's purpose
 - b. Implementing Biblically sound theology in the practice of ministry
 - c. Engaging in global outreach that is Biblically sound and culturally relevant

iv. Ph.D. Program Objectives

1. Demonstrate competence in high-level biblical research through acceptable research papers and a credible dissertation which adheres to established standards and uses a literal hermeneutic that leads to a dispensational, Premillennial interpretation of the Scriptures. Exhibit skills in utilizing the Biblical languages including Greek and Hebrew, as well as systematic theology in gaining Biblical knowledge.
2. Use the skills and tools for producing a competent exegesis of Hebrew and Greek biblical texts in order to support and defend sound hermeneutical and theological conclusions. Show discernment in evaluating trends of major significance in a pluralistic society and articulating answers from a Biblical worldview
3. Set up and conduct a course of study which includes preparing a syllabus, teaching the content, grading, and evaluating the performance of the students
4. Develop and articulate in a persuasive and intelligent manner messages prepared from the Old Testament, New Testament, or theological doctrines, for presentation in the church pulpit, college or seminary classroom, general ministry setting, or through writing worthy of publication
5. Evaluate and critique trends of major theological, biblical, or hermeneutical significance and formulate answers from a biblical worldview
6. Appraise spiritual maturity through self-assessments

v. Accreditation and Authorization

1. Accredited by the Transnational Association of Christian Colleges and Schools, P.O. Box 328, Forest, VA 24551. Telephone: (434) 525-9539
2. Chartered (1947) by the State of North Carolina as an educational institution
3. Recognized by all appropriate federal agencies, such as the United States Department of Education, the Veterans Administration, and the Department of Justice
4. Approved by the Association of Christian Schools International
5. A member of the National Association of Independent Colleges and Universities
6. A member of the American Association of Christian Colleges and Seminaries
7. Approved for the preparation of military, hospital, and law enforcement chaplains
8. Authorized for federal financial aid
9. A member of the Carolinas Association of Collegiate Registrars and Admissions Officers, Graduate degree programs of study offered by Piedmont International University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards. Piedmont International University is an independent Baptist institution with affiliation with no particular group but enjoys rapport with various fundamental and separatist fellowships and groups, unaffiliated groups, and other groups who take the same doctrinal and ecclesiastical positions as Piedmont.

vi. Length of Program

The Ph.D. program consists of sixty semester hours including the dissertation. A full-time student taking six semester hours in the fall, six in the spring, and six in the summer may be able to complete the 54 hour

course requirements in three years and the dissertation in one year, thus completing the entire 60 semester hour program in four years. Some Ph.D. students find it necessary to progress more slowly. The maximum time allowed to complete a Ph.D. program is eight years. A Ph.D. student is required to enroll in at least one course every academic year until 54 hours of Ph.D. courses are completed. After completion of 54 hours, a student must enroll in RES898 and in RES899 every semester, including summer, until the final draft of an acceptable dissertation is submitted.

The following are sample plans for full-time and for part-time enrollments:

Four year full-time plan with no deficiencies:

	Fall	Spring	Summer	
Year One	6	6	6	
Year Two	6	6	6	
Year Three	6	6	6	
Year Four *	RES898 (3)	RES899 (3)		
			Total	60

Six year part time plan with no deficiencies:

Year One	Fall	Spring	Summer	6
Year Two	Fall	Spring	Summer	12
Year Three	Fall	Spring	Summer	12
Year Four	Fall	Spring	Summer	12
Year Five	Fall	Spring	Summer	12
Year Six	Fall	Spring	Summer	6

Four year full-time plan with 12 hours of deficiencies:

	Fall	Spring	Summer	
Year One	6 (deficiencies)	6 (deficiencies)	6	
Year Two	9	9	6	
Year Three	9	9	6	

Year Four *	3 (RES898)	3 (RES899)		
			Total	72

Six year part-time plan with 12 hours of deficiencies:

Year One	Fall	Spring	And/or summer	9
Year Two	Fall	Spring	And/or summer	12
Year Three	Fall	Spring	And/or summer	15
Year Four	Fall	Spring	And/or summer	15
Year Five	Fall	Spring	And/or summer	15
Year Six	3 (RES898)	3 (RES899)	And/or summer	6
			Total	72

*During the dissertation phase, 3 credit hours per semester is full-time.

vii. University Facts

Colors	Navy, Colombia Blue, Gray
Mascot	Bruins
Theme Verse	Colossians 1:18 b
Chancellor	Dr. Stephen Condon
President	Dr. Charles Pettit
Founder	Dr. Charles Stevens
Founded	1945
Accrediting Agency	Transnational Association of Christian Colleges and Schools (TRACS)
Address	420 Broad St. Winston-Salem, NC 27101
Telephone Number	(336) 725-8344
Fax Number	(336) 725-5522
Web Address	www.piedmontu.edu

viii. Statement of Faith

1. **The Scriptures:** We believe that the Holy Bible was written by men divinely inspired and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error, for its matter; that it reveals the principles by which God will judge us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which conduct, creeds, and religious opinions should be tried.
2. **The Godhead:** There is one and only one living and true God, an intelligent, spiritual and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfection, whom we owe the highest love, reverence and obedience. He is revealed to us as a Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence, or being.
3. **God the Son:** We believe that the Lord Jesus Christ was begotten of the Holy Spirit without a human father, born of a virgin, and is truly God and truly man, that His deity is absolute, wholly unique, and singular.
4. **God the Holy Spirit:** We believe in the personality and deity of the Holy Spirit, the third person of the trinity, who is the divine interpreter of the infallible word, who convicts the world, regenerates and indwells every true believer, testifies of Christ, energizes, enlightens, and constrains in the way of holiness.
5. **The Fall of Man:** We believe, according to the teachings of Scripture that man was created a moral being in the image of God after His likeness, but man by voluntary transgression fell from his original sinless state. In consequence, the whole human race was involved in guilt, making all mankind now sinners, depraved in nature, spiritually dead, subject to the powers of evil, void of holiness, positively inclined to evil, and hopeless apart from divine grace.

6. **The Resurrection of Christ:** We believe in the resurrection of the crucified body of Christ, that this body, which was raised from the dead according to the Scriptures, was a literal body consisting of flesh and bone and that He ascended into Heaven and “sitteth on the right hand of God” as the believer’s High Priest and Advocate.
7. **The Way of Salvation:** We believe that salvation, according to the Scriptures, is wholly by grace through faith plus nothing. This salvation of the ill-deserving sinner is based upon the finished work of the Lord Jesus Christ, who became the sinner’s substitute before God and died a provisionary sacrifice for the sins of the whole world. Since the natural man is dead in trespasses and sins, at enmity against God, and blinded by sin and Satan to his own condition, it is only through the operation of the Holy Spirit using the Word that man is brought to repentance and faith. No degree of reformation, however great; no attainment in morality, however refined; no culture, however attractive; no ordinance or ceremony, however ancient and sacred; no feeling, however satisfying; no sincerity, however approved; no church membership, however authenticated, can in the least degree add to the value of the precious blood or to the merits of that finished work wrought for us by the Lord Jesus Christ.
8. **Justification:** Justification is God’s gracious and full acquittal, upon principles of righteousness, of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any work of righteousness which we have done, but as a state of most blessed peace and favor with God, and secures every other needed blessing.
9. **The Freeness of Salvation:** The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as Teacher, Savior, and Lord.
10. **The Security of the Believer:** We believe that all born-again persons are eternally secure in Christ, since the Scriptures teach that our

justification before God rests upon the finished work of Christ alone and forever remains the unchanging grounds of the believer's faith. This security is further guaranteed by the continuous High Priestly work of Christ in Heaven itself and by the work of the Holy Spirit who wrought in the believer regeneration and performs an unceasing ministry within his soul.

11. **The Church:** We believe that the church, the body of Christ, is composed of all those who have true faith in the Lord Jesus Christ. We further believe that the visible church or assembly is a congregation of baptized believers associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, the true head of the church; looking to the Holy Spirit, the administrator, for guidance in exercising the gifts, rights, and privileges invested in the believer by His Work.³
12. **The Obligation of Holiness:** We believe that all believers in the Lord Jesus Christ are called into a life of separation from the world to which they have been crucified by the death of Christ, and should abstain from worldly lust and such practices and habits as will retard spiritual growth or cause others to stumble and thus bring reproach upon the cross of Christ. The believer is called upon to walk worthily, keeping himself unspotted from the world, and to be zealous of good works.
13. **The Evangelization of the World:** We believe in the evangelization of the world, placing emphasis upon the task of reaching the individual with the gospel and its implications, and that no humanitarian and philanthropic schemes may be substituted for the preaching of the Cross.
14. **Biblical Interpretation:** We believe in accepting the literal teaching of the Word. "When the plain sense of Scripture makes common sense, seek no other sense." Therefore, every declaration is to be taken in its primary, ordinary, literal, and most obvious meaning unless the facts of the context and the well-defined laws of language

clearly indicate the terms either to be symbolic or figurative and not literal. Whatever is not literal must be explained in the light of other passages which are literal.

15. **Creation:** We believe in the Genesis account of creation, which teaches that all things found their origin in God Who created by His own fiat, instantaneously, every living thing after its kind.
16. **The Return of Christ:** We believe, according to Scriptures, in the sure return of the Lord Jesus Christ; that this second coming will be a literal, bodily, personal return; that His coming for His bride, the Church, constitutes the “Blessed Hope” set before us, for which we should be constantly looking. We believe that His coming will be premillennial.
17. **Eschatology**
 - a. **The righteous dead:** We believe that the souls of those who trusted in Christ for salvation will go immediately at death into His presence and there remain in conscious bliss until the resurrection of the righteous dead at the second coming when soul and body shall be reunited to ever be with the Lord in glory.
 - b. **The unrighteous dead:** We believe that the souls of the lost remain after death in conscious misery until the final judgment of the great white throne when the soul and body will be reunited in resurrection to be arraigned before God in judgment and then cast “into the lake of fire, which is the second death” to be “punished with everlasting destruction from the presence of the Lord and the glory of His power.”
18. **Satan:** We believe in the reality of the person of Satan, “that old serpent, called the Devil and Satan, which deceiveth the whole world.

ix. Points of Conviction

1. **Civil government:** We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) the church, and (3) the state. Every person is subject to these authorities,

but all, including the authorities themselves, are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; I Pet. 2:13-14)

2. **Human sexuality:** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1, 6:9; I Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)
3. **Family relationships:** We believe that God has ordained the family as the foundational institution of human society. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the pastors and deacons of the church. Accordingly, only men are eligible for ministerial licensure and ordination by the church. (Gen. 1:26-28; Exod. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Gal. 3:28; Eph. 5:21-33, 6:1-4; Col. 3:18-21; I Tim. 2:8-15, 3:4-5, 12; Heb. 13:4; I Pet. 3:1-7)
4. **Lawsuits between believers:** We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses

all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Cor. 6:1-8; Eph. 4:31-32)

5. **Abortion:** We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5, 139:14-16; Isa. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:44)

b. Admission Policies and Procedures: The Seminary admits into the Ph.D. program academically qualified students who are born again and possess a Christian testimony consistent with the philosophy, doctrine, standards, and practice of the Seminary.

i. Admission Requirements

1. Salvation testimony and local church ministry
2. Essential agreement with the Statement of Faith, philosophy, standards, and practice of the Seminary
3. Proven Christian character, leadership potential, and academic ability to conduct research on the highest level
4. An appropriate master's degree (M.A., M.S., M.R.E., M.Div., or Th.M.) from an accredited or recognized institution with a minimum GPA of 3.00
5. Adequate academic preparation in Greek (6 semester hours), Hebrew (6 semester hours), Introduction to the Old Testament (3 graduate semester hours), Introduction to the New Testament (3 graduate semester hours), and Systematic Theology (6 semester hours)
6. A complete Ph.D. Admissions Packet

ii. Admission with Deficiencies: Ph.D. applicants who, while meeting all the other requirements, are deficient up to 12 semester hours in Greek, Hebrew,

Introduction to the New Testament, Introduction to the Old Testament, and Systematic Theology may be admitted with deficiencies. Deficiency courses must be taken prior to or concurrent with Ph.D. courses. The minimum required grade in a deficiency course is a "C." Deficiency courses do not count toward the Ph.D. GPA or the Ph.D. credit requirements.

iii. Non-Program Students

1. Ph.D. applicants meeting all other admission requirements but deficient in GPA may be admitted as non-program students for nine hours to achieve the required GPA.
 2. Ph.D. applicants meeting all other admission requirements, including the necessary GPA, but lacking more than twelve hours of deficiencies, may be admitted as non-program students for the number of hours determined by the Graduate Admissions Committee.
 3. Applicants with an appropriate Master's degree who do not desire to pursue a Ph.D. but wish to take Ph.D. level courses may be admitted as non-program students and permitted to take courses with appropriate approval.
 4. Non-program students may apply for admission into the Ph.D. program upon successfully meeting all the admission requirements. Non-program students may apply for admission into the Ph.D. with deficiencies upon successfully completing all the admission requirements except for twelve or fewer hours of deficiencies. Non-program students who meet the admissions requirements but have chosen not to pursue a degree are under no credit hour limit or language concurrence policy requirements.
 5. Non-program students are not eligible for federal financial aid.
- c. Transfer of Credits:** Ph.D. students transferring from a recognized Seminary or seminary must follow the general application policies and procedures. The minimum grade for transfer into the Ph.D. is a B. The maximum credit hours for transfer into the Ph.D. from Ph.D. or Th.M. is 50% of the Piedmont Ph.D. requirements. The

maximum credit hours for transfer into the Ph.D. from D. Min. is 12 semester hours.

- d. FERPA:** A student's record is confidential. The release of information from a student's permanent record is governed by federal law. Only directory information may be released by the institution without the consent of the student. Directory information includes the following: student's name, address, telephone number, birthplace and date, field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. Each year, Piedmont International University is required to give notice of the various rights to students and to the parents of dependent students, as determined by law, pursuant to the Family Educational Rights and Privacy Act (FERPA). Students and such parents have a right to be notified and informed. In accordance with FERPA, you are notified of the following:
- i.** Right to Inspect: You have the right to review and inspect substantially all of your educational records maintained by or at this institution.
 - ii.** Right to Control Disclosures: The provisions of FERPA permit the disclosure of only limited and basic information regarding students. With the exceptions of certain records which are excluded from the application of FERPA, it is the intent of this institution to restrict the disclosure of your educational records to only those instances when your prior written consent has been obtained.
 - iii.** Right to Request Amendment: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
 - iv.** Right to Complain to FERPA Office: You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, concerning this institution's failure to comply with FERPA.

v. **Right to Obtain Policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Academic Records Office, Piedmont International University, 420 S. Broad Street, Winston-Salem, NC 27101. Information regarding FERPA can be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

e. **Nondiscrimination Policy:** Piedmont International University admits students of any race, sex, color, handicap, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the institution. In accordance with its doctrinal position, the University does not discriminate on the basis of these categories in admission of students and in the administration of its policies and procedures. The University recognizes that throughout Scripture and church history God has used both men and women for the advancement of the Gospel. He continues to do so. While affirming the Scriptural belief that the role of the church pastor can be filled only by a man (I Tim. 3:1-7), the University recognizes the availability of various leadership roles that can be filled by both men and women (I Cor. 12; Gal. 3:28). Except for classes and programs specifically designed to prepare the pastor for a pulpit ministry, men and women are admitted into all programs and are given the respect befitting a fellow brother or sister in Christ. Consistent with this policy, both men and women are eligible to pursue the Ph.D. degree.

2. ACADEMIC INFORMATION

a. **Program Structure: Ph.D. in Biblical Studies:** Ph.D. students major in Biblical Studies and select one of the following concentrations:

i. **Ph.D. in Biblical Studies – Old Testament Concentration**

Ph.D. Core -	27 hours	
BIN 705	History of Hermeneutics	3
THE 705	Critical Concepts of Apologetics	3
MPC 707	Advanced Studies in Ethics	3

BLG 711	Seminar in Greek Exegetical Methods	3
BLH 711	Seminar in Hebrew Exegetical Methods	3
THE 715	OT Theology Synthesis	3
THE 717	NT Theology Synthesis	3
MPC 715	Lead. Form. Vision Casting & Str. Plan.	3
MPC 805	Communication of Biblical Truths	3
Ph.D. OT Core	15 hours	
-		
Core Courses -	6 hours	
THE 723	Critical Issues in OT Theology	3
BSO 731	Hebrew Exegetical Themes	3
OT Electives -	(Choose three courses) -	9 hours
BLH 811	Advanced Hebrew Reading	3
BLH 853	Biblical Aramaic	3
BLH 854	Seminar in Semitic Languages	3
BLH 855	OT Problems of Interpretation	3
BSO 735	Exegesis of Deuteronomy	3
BSO 747	Exegesis of Isaiah	3
BSO 805	OT Textual Criticism	3
BLH 790X	Select Bib. Lang. Pent.-Josh	3
BLH 790Y	Select Bib. Lang. Jud.-Min. Proph.	3
BLH 790Z	Select Bib. Lang. Psa.-2 Chr.	3
General	6 hours	
Electives -		
Ph.D. Research & Practicum	In OT Concentration -	12 hours
MPC 881	Teaching Practicum	3

RES 895	Research Design & Procedures	3
RES 898	Dissertation Writing & Defense I	3
RES 899	Dissertation Writing & Defense II	3

ii. Ph.D. in Biblical Studies – New Testament Concentration

Ph.D. Core -	27 hours	
BIN 705	History of Hermeneutics	3
THE 705	Critical Concepts of Apologetics	3
MPC 707	Advanced Studies in Ethics	3
BLG 711	Seminar in Greek Exegetical Methods	3
BLH 711	Seminar in Hebrew Exegetical Methods	3
THE 715	OT Theology Synthesis	3
THE 717	NT Theology Synthesis	3
MPC 715	Lead. Form. Vision Casting & Str. Plan.	3
MPC 805	Communication of Biblical Truths	3
Ph.D. NT Core -	15 hours	
Core Courses -	6 hours	
THE 721	Critical Issues in NT Theology	3
BSN 731	Greek Exegetical Themes	3
NT Electives -	(Choose three courses) -	9 hours
BSN 735	Advanced Hebrew Reading	3
BSN 747	Biblical Aramaic	3
BSN 749	Seminar in Semitic Languages	3
BSN 751	OT Problems of Interpretation	3
BSN 805	Exegesis of Deuteronomy	3
BSN 855	Exegesis of Isaiah	3
BSN 803	OT Textual Criticism	3
General Electives -	6 hours	

Ph.D. In OT Concentration - 12 hours		
Research & Practicum		
MPC 881	Teaching Practicum	3
RES 895	Research Design & Procedures	3
RES 898	Dissertation Writing & Defense I	3
RES 899	Dissertation Writing & Defense II	3

iii. Ph.D. in Biblical Studies – Systematic Theology Concentration

Ph.D. Core - 27 hours		
BIN 705	History of Hermeneutics	3
THE 705	Critical Concepts of Apologetics	3
MPC 707	Advanced Studies in Ethics	3
BLG 711	Seminar in Greek Exegetical Methods	3
BLH 711	Seminar in Hebrew Exegetical Methods	3
THE 715	OT Theology Synthesis	3
THE 717	NT Theology Synthesis	3
MPC 715	Lead. Form. Vision Casting & Str. Plan.	3
MPC 805	Communication of Biblical Truths	3
Ph.D. Theology Core - 15 hours		
Core Courses - 6 hours		
THE 721	Critical Issues in NT Theology	3
THE 723	Critical Issues in OT Theology	3
NT Electives - (Choose three courses) -		9 hours
THE 735	Advanced Ecclesiology	3
THE 747	Advanced Eschatology	3
THE 749	Advanced Soteriology	3
THE 801	History of Dispensationalism	3

THE 821	History of Baptist Theology	3
THE 853	Contemporary Issues in Theology	3
General	6 hours	
Electives -		
Ph.D. Research & Practicum	In OT Concentration - 12 hours	
MPC 881	Teaching Practicum	3
RES 895	Research Design & Procedures	3
RES 898	Dissertation Writing & Defense I	3
RES 899	Dissertation Writing & Defense II	3

b. Program Policies and Procedures

- i. **Crediting Courses:** The minimum course grade applicable toward a Ph.D. is a B. Only one C is allowed in the General Electives area. No C's are allowed in the Core, in the Concentration, and in the Research and Practicum areas. Those who receive C's in these areas must repeat the courses. Students entering the Ph.D. program with deficiencies may receive Ph.D. credits only for courses required in the Ph.D. program. No Ph.D. credit is granted for courses below 700. Students may take no more than 12 semester hours of non-language Ph.D. courses before completing BLH711 Seminar in Hebrew Exegetical Methods and BLG711 Seminar in Greek Exegetical Methods and passing the proficiency examinations.
- ii. **Grade Dispute:** If a student thinks that his/her semester grade is not correct, he/she may discuss the matter with the professor. If not satisfied, the matter may be appealed to the Dean, and following that step, to the Vice-President of the Seminary. No grade will be changed after one calendar year has expired from the end of the semester or summer term in which the grade was given.
- iii. **Form of Course Papers:** Papers submitted for credit in Ph.D. courses must conform to the standards contained in the latest edition of *A Manual for*

Writers of Research Papers, Theses, and Dissertations, by Kate L. Turabian. For clarification of specific questions, students must consult their Ph.D. advisors.

iv. **Satisfactory Academic Progress:** Graduate students must meet Satisfactory Academic Progress Requirements in order to continue their enrollment and to advance toward degree completion. The SAP policy includes standards for Qualitative and Quantitative measures. The academic record of all students is reviewed after the end of each payment period, and after evaluation, letters are sent from the Registrar's Office notifying those with insufficient academic progress when they are being placed on Warning, Probation, or Suspension as a result.

1. **Definition of Attempted Hours**

- a. The hours for which the student is registered as of the last date to drop a course without academic penalty (published in the catalog).
- b. All transfer hours
- c. All hours taken even if the student did not receive Financial Aid during these time periods.

2. **Definition of Completed Hours:** The hours for which a letter grade of A, B, or C is received at Piedmont International University. A grade of F or WF receives zero credits in the GPA.

3. **Qualitative Standards:** Cumulative GPA is composed of all attempted hours at Piedmont International University. To meet the qualitative standards, the students must meet the minimum cumulative GPA as determined by their classification and program. The GPA is calculated by the Registrar's Office.

4. **Quantitative Standards Student Classification:** The required cumulative GPA for the Ph.D. in Biblical Studies is 3.0.

5. **Quantitative Standards:** The student must complete the required number of attempted hours of coursework at his/her current level. Withdrawals after the last day to withdraw without academic penalty, incompletes, repeated courses, failure grades, and transfer hours will count as attempted coursework. The requirements are as follows:

Certificate and Associate's Programs	67%
Bachelor's Programs – Freshmen	50%
Bachelor's Programs – Sophomores	67%
Bachelor's Programs – Juniors	67%
Bachelor's Programs – Seniors	67%
Graduate Programs – D.Min. & Ph.D.	67%

6. **Satisfactory Academic Progress Review:** Students are reviewed for satisfactory academic progress at the end of each payment period. If a student fails to meet either the qualitative or quantitative standard for his or her degree program and classification at the end of the payment period, the following rules will apply:

- a. **Institutional Aid:** Students will receive institutional aid during semesters of Academic Warning, Academic Probation, Financial Aid Warning, and Financial Aid Probation, but will not receive institutional aid while on Financial Aid Suspension,* nor after readmission from a semester of suspension. Institutional Aid will be reinstated when Federal Aid Eligibility is reinstated.
- b. **Federal Aid:** To maintain eligibility for Title IV aid after failing to make Satisfactory Academic Progress, students must be placed either on Financial Aid Warning or Financial Aid Probation.
 - i. A student following the requirements of the 2014-2015 Catalog will receive institutional aid during semesters of Academic Warning, Academic Probation, Financial Aid Warning, and Financial Aid Probation, but will not receive institutional aid while on Financial Aid suspension, nor after readmission from a semester of suspension. Institutional Aid will be reinstated when Federal Aid Eligibility is reinstated.

ii. For those following the 2012-2014 Catalog for fees, scholarships, and program requirements, Institutional Aid will be awarded in direct correlation to the student's Academic Standing following Catalog academic policies. This means that if a student is not on Academic Suspension, he/she may continue to receive institutional aid subject to the academic requirements of individual scholarships. It is possible for a student to receive institutional aid while not qualifying for federal aid. The Satisfactory Academic Progress Appeals Committee will determine if a student is eligible to receive institutional aid for subsequent semesters.

7. **Financial Aid Warning:** Any student who does not meet either the qualitative or quantitative standard for his or her degree and/or classification at the end of any payment period will automatically be placed on Financial Aid Warning for one semester. Federal financial aid eligibility will be maintained for the warning semester. After one period of Financial Aid Warning a student who does not meet the Satisfactory Academic Progress requirements will not be eligible for Federal Financial Aid unless an appeal is made and granted.
8. **Financial Aid Probation:** A student who fails to make Satisfactory Academic Progress following his or her Financial Aid Warning semester will lose Title IV eligibility unless the student successfully appeals. If an appeal is granted and the institution determines the student has the capability to make SAP after one payment period, the student will be placed on Financial Aid Probation for one semester only. If the student on Financial Aid Probation is not making SAP by the end of the probationary term, the student will become ineligible for Federal Student Aid. If an appeal is granted and the institution determines that more than one payment period will be necessary for the student to make Satisfactory Academic Progress, the student may be placed on an academic plan. The plan may specify when the student will be able to make SAP again, or may carry the student

through the completion of his or her degree program. The student must be meeting the requirements of the plan at the end of the first payment period on the plan in order to receive Title IV funds. The student may appeal in writing to change the academic plan, and must document why the change is requested and how he/she will be able to make Satisfactory Academic Progress under the changed plan.

9. **Financial Aid Suspension:** A student who fails to make Satisfactory Academic Progress after the Financial Aid Warning semester and a Financial Aid Probation semester (if applicable), or who fails to meet the requirements of his/her academic plan will lose eligibility for Federal Student Aid. Eligibility will be reinstated after the student has met both the qualitative and quantitative standards.
10. **Academic Warning:** Any student who does not meet either the qualitative or quantitative standard for his or her degree and/or classification at the end of any payment period will automatically be placed on Academic Warning.
11. **Academic Probation:** After an initial warning semester, a student whose semester GPA and rate of completion meet the requirements but whose cumulative GPA and rate of completion do not meet the requirements will be placed on Academic Probation. It is possible to be on Academic Probation and Financial Aid suspension during this semester. After a semester on Academic Probation, a student whose cumulative GPA and rate of completion do not meet the requirements is placed on Academic Suspension.
12. **Academic Suspension:** After an initial warning semester and a semester of Academic Probation, any student whose semester GPA, Completion rate, or cumulative GPA do not meet the requirements for his/her degree and/or classification is placed on Academic Suspension. The suspension will last for a period of one semester, and the student must reapply for admittance and must meet any standards mandated by the Admissions Committee at that time. Students reentering from Academic Suspensions will be readmitted

on Academic Probation, will be guided by an approved academic plan, and will not qualify for Federal Financial Aid or institutional scholarships until they meet appropriate GPA and Rate of Completion requirements.

13. **Satisfactory Academic Progress Appeal:** The student who wishes to appeal the accuracy of the academic criteria upon which Financial Aid is based, should write a letter of appeal and submit it to the Financial Aid Office for correction. If not satisfactorily resolved, the appeal will be reviewed by the SAP appeals committee. Such appeals would generally be based on errors in the evaluation process, such as the miscalculation of the student's GPA, the incorrect inclusion/exclusion of transfer work on the student's rate of completion calculation, or a miscalculation in the student's maximum timeframe. A student who wishes to appeal the loss of Financial Aid should submit a request to the Director of Financial Aid. The Satisfactory Academic Progress Committee will be comprised of the Director of Enrollment Services, Director of Financial Aid, the Registrar, and the Dean who oversees the program in question. Successful appeals are usually based on factors beyond the student's control and include, but are not limited to, death in the immediate family, serious accident or illness, or loss of child care. The appeal must contain what has changed to allow the student to allow the student to have the capacity to meet SAP. The appeal must be submitted within 2 weeks of notification of status or at least 2 weeks before the start of the next period in which the student wishes to enroll. All appeals will be filed in the student's folder.
- v. **Continuous Enrollment Policy:** A Ph.D. student, between admission and the completion of comprehensive examinations, must enroll in at least one course per academic year in order to stay under the same catalog and maintain his/her status as a Ph.D. student. Failure to do so requires reapplication. After completing the comprehensive examinations and admission into candidacy, a Ph.D. student must register for RES895

Research Design and Procedures following which he/she must take RES898 Dissertation Writing and Defense I in the summer semester and RES899 Dissertation Writing and Defense II the following fall semester. With the approval of the student's advisor or Dean, a Ph.D. student may enroll in RES895 after completing 50% of the program requirements. Ph.D. candidates who fail to complete the dissertation in one year must register for RES899 Dissertation Writing and Defense II every summer, fall, and spring until a successful dissertation is completed and defended. Those who fail to complete the dissertation and successfully defend it, but make satisfactory progress, receive a grade of NG. Successful completion and defense of the dissertation produces a grade of A or B.

- vi. **Program Completion Deadlines (Fall-Spring Plan):** A Ph.D. candidate may request to defer these deadlines to the following year by submitting a petition to his or her committee chair and receiving approval. The entire Ph.D. program, from application to graduation, must be completed within eight years. While students enrolled full-time fall, spring and summer may be able to complete the Ph.D. in four calendar years, many prefer taking longer. Maintaining continuous enrollment is essential. Continuous enrollment requires enrolling in one course per year during Phase One and Phase Two and enrolling in one course per semester (fall-spring or summer-fall) during Phase Three. Failure to maintain continuous enrollment requires reapplication. Failure to meet the eight year completion deadline will be considered on a case by case basis. Appeals may be directed to the Seminary Review Committee.
1. Ph.D. applicants must enroll in classes within one year from the time of application.
 2. Hebrew and Greek Language Proficiency Examinations must be taken before completing 12 hours of Ph.D. non-language courses.
 3. A Ph.D. student must confirm a concentration and complete 48 hours of Ph.D. courses in order to complete Phase One.
 4. The Teaching Practicum may be done during Phase One or Phase Two (after completing 30 hours).

5. Selection of a topic and a request for the formation of a committee must be done prior to enrolling in RES895.
6. A Ph. D. student may enroll in RES895 after completing 50% of the program requirements.
7. The first three chapters of the dissertation are due by October 1.
8. Graduate petition is due by December 15.
9. The first draft of the dissertation is due by February 1.
10. A student must defend his or her dissertation in March.
11. The final copy of the dissertation must be submitted by March 15
12. A student must obtain approval of the final copy by April 1.
13. Students may refer to the Summer Fall and Summer-Fall- Spring options for alternate calendars.

vii. Class Attendance: Regular class attendance is expected of all Ph.D. students. Every class session is designed to provide a significant learning experience. A student who is absent from 25% or more of the scheduled class meetings or more than one day during a five-day module, whether these absences are excused or not, is subject to failure in that class. Students may arrange absences and make-up of academic work with each professor in accordance with the course syllabus.

viii. Full-time Enrollment: Full time enrollment for a Ph. D. student requires 6 semester hours per semester during Phase I and Phase II, and 3 semester hours per semester during Phase III.

c. Academic Progress: Phase One – Curriculum Completion Requirements:

Upon receiving the acceptance letter from the Admissions office, a student must contact his or her advisor or the chair of the concentration through email or in person for guidance in selecting courses. If a student has been accepted with deficiencies, he or she should first complete the missing requirements. A Ph.D. student is allowed to take up to twelve hours of non-language Ph.D. courses along with deficiency courses. Students are not permitted to enroll in Ph.D. non-language courses without taking deficiency courses concurrently. Exceptions require approval from the appropriate Dean.

i. Registration: Please follow the steps listed below to complete registration:

1. Access the Piedmont International University webpage at www.PiedmontU.edu and find the following documents:
 - a. The appropriate semester course schedule at <http://www.piedmontu.edu/schedule>.
 - b. The course template for your particular program concentration at <http://www.piedmontu.edu/ph.d.-in-biblical-studies-program-page>.
2. Log on to your student portal. If you have forgotten your password, go to <http://support.piedmontu.edu/helpdesk/> for assistance. Click “Register for classes” (top of left column) and register for the courses you plan to take during the summer. Be sure to click “Submit” after choosing your classes in order to save your selections. Then change the semester and register for the courses you plan to take in the fall. The student must, when choosing his or her class, select which class session, even if only one is listed, otherwise the process is only a request and not a registration. Courses you have already taken will be listed on your portal for your conveniences (see “Transcript” under the “Student grades” menu).
3. Check the schedule (under “Student classes” menu) to be sure that it reflects the choices you have made. Be sure the appropriate academic term is selected.
4. Contact your advisor so that he/she can officially approve the schedule you have chosen.
5. If your advisor recommends adjustments to your schedule, log on to your portal while in his/her office and make the appropriate changes so that final approval may be given. Your registration will not be accepted by the Registrar until advisor approval has been given.
6. Contact the Financial Aid Office (336-714-7900).
7. Check with the Student Accounts Associate (336-714-7940) to make payment arrangements. Payment is not required to complete the arrangements, but remember that preregistration is not complete until your financial arrangements are finalized.

8. Have questions? Contact the Registrar's Office at (336) 714-7962 or 7994.
9. New Student Registration Procedure
 - a. Contact your appropriate advisor
 - b. After making appropriate choices with your advisor, follow the same procedure found in points two and following of the returning students guidelines.

ii. Academic Advising: Every Ph.D. student is assigned an advisor upon admission into the program. The Ph.D. student is required to secure the approval of the academic advisor beginning with Step Four – Registering for Courses through Step Nine in the checklist. Beginning at Step Ten the chair of the dissertation committee will serve as the advisor.

1. **Language Proficiency Examinations:** All Ph.D. students must pass the Hebrew proficiency examination upon completing BLH711 Seminar in Hebrew Exegetical Methods and the Greek proficiency examination upon completing BLG711 Seminar in Greek Exegetical Methods. Students may receive an examination score of High Pass, Pass, or Fail. Old Testament Concentration requires High Pass in the Hebrew Language Examination. New Testament Concentration requires High Pass in the Greek language examination. A score of pass is adequate for other categories. The Systematic theology concentration requires Pass in the Hebrew Language Examination and Pass in the Greek Language Examination. Students who receive a score of Fail will have one opportunity to retake each examination. Students achieving below the required score on a retake examination will be directed to take an appropriate course before taking the examination for the third time. Students may take no more than 12 semester hours of non-language Ph.D. courses and language-based Ph.D. courses before completing BLH711 and BLG711 and passing the proficiency examinations. Students may start Hebrew and Greek concurrently or consecutively. Requests for additional courses may be submitted in writing to the Dean of the School of Bible and

Theology. The Hebrew proficiency examination requires the competencies achieved in BLH600-601 Elementary Hebrew I and II as well as in BLH711 Seminar in Hebrew Exegetical Methods or the equivalent. The Greek proficiency examination requires the competencies achieved in BLG500-501 Elementary Greek I and II as well as in BLG711 Seminar in Greek Exegetical Methods or the equivalent. Students may take the proficiency examinations on campus or off-campus with appropriate approval and supervision. The fee for each examination is \$50.00. Students may have only the Hebrew Old Testament and a Hebrew lexicon or the Reader's Hebrew Old Testament and the Greek New Testament and a Greek lexicon or the Reader's Greek New Testament during the examinations. The dates of the examination are announced in the Seminary Calendar. The chair of the Old Testament Department and the chair of the New Testament Department will provide the appropriate information to students concerning the competencies expected for passing the examinations. Requests for authorization to take the language examinations must be submitted to the Director of the Seminary immediately following completion of Seminar in Greek Exegetical Methods or Seminar in Hebrew Exegetical Methods.

- iii. **Completion of Core Courses, Concentration Courses and General Electives:** Ph.D. students must confirm their concentration after taking the language proficiency examinations, and proceed to complete the 48 hour core courses, concentration courses, and general electives. RES895 may be taken after completing 50% of program requirements.
- iv. **Multiple Concentrations:** Piedmont International University offers the Ph.D. degree in one major: Biblical Studies. However, students may select one, two, or three concentrations. Each additional concentration requires 24 hours consisting of 15 hours of concentration courses, 3 hours of teaching practicum, and 6 hours of dissertation writing and defense. No courses from the one concentration and no research done for that dissertation may apply

toward the other concentration. Use of any quotations from the first dissertation must follow established guidelines.

- v. **Dissertation Inquiry:** Ph.D. students are encouraged to conduct informal inquiry concerning their dissertation research areas as early in their programs as possible. Early inquiry may be a useful guide in selection of electives.

d. Academic Progress: Phase Two – Post-curriculum Requirements

- i. **Teaching Practicum:** The course MPC881 Teaching Practicum provides a mentored experience in setting up a course, preparing a syllabus, assisting with teaching, or teaching, grading, and evaluating a course. The setting may be a college, a graduate school or seminary, or a church-related advanced teaching ministry. The length of the practicum is the time required for one three credit hour course or the equivalent. The course must be in the student's concentration. The Vice President of the Seminary is the coordinator and a full-time professor in the student's concentration is the primary mentor. Evaluation is done by a professor in the student's concentration and by one of the following: the Pastor or a qualified leader (if teaching is done in a church setting), the professor of the course on record at the teaching site, an administrator at the teaching site or evaluators selected by the director or a professor in the student's concentration. The final grade is issued by the student's concentration professor. The student's concentration professor and the student meet once a week or ten clock hours to discuss the student's performance as a teacher.
- ii. **Written Comprehensive Examinations: Core Courses, Concentration:** Ph.D. students will take written comprehensive examinations on the core and the concentration upon completing 48 hours of core, concentration, and elective courses. The written comprehensive examinations must be completed before the end of the semester following the completion of 48 hours of core and concentration courses. The students are responsible for their course work as well as the assigned reading lists issued by the advisors. One week is allowed for the written examinations. The written examinations are administered on campus by a full-time professor in the student's concentration after the fees are paid. If a student's scores are unsatisfactory,

the student may be given permission to retake all or part of the examination. Only two retakes are allowed. Failure on the second retake may result in additional courses or expulsion from the program. Students are not allowed to keep copies of the examination questions or answers on any retrievable medium. Students may not see their graded written examinations until they have passed the subsequent oral examinations. Students who fail to complete their written and oral comprehensive examinations successfully by the end of the semester immediately following the completion of 48 hours of course work will receive an Incomplete which may turn into an F.

iii. Oral Comprehensive Examinations: Core Courses, Concentration:

Ph.D. students are also required to pass the oral comprehensive examinations within a month following successfully passing the written comprehensive examinations. The oral comprehensive examination committee, consisting of two professors, is selected by the Dean of the School of Bible and Theology in consultation with the professor of the student's concentration. Students are allowed only one opportunity to retake the oral comprehensive examinations. Failure on the retake may result in additional courses or expulsion from the program. Upon successful completion of the written and oral comprehensive examinations, students may apply for candidacy status. Appeals may be directed to the Graduate Studies Review Committee.

iv. Research Design and Procedures: Ph.D. students must enroll in RES895 Research Design and Procedures following completion of 48 hours of Ph.D. courses and passing the written and oral examinations or during their last two semesters of coursework. Approval for taking RES895 is given upon written request after completion of 50% of the curriculum. This course identifies and describes the various research methods and statistical techniques, the characteristics of an effective research design, and the component of a research proposal.

v. Admission to Candidacy: Doctoral students are admitted to candidacy for the Ph.D. degree by action of the School of Bible and Theology faculty after they have (1) completed 48 hours required in the core, concentration, and

electives; (2) met the Greek and Hebrew requirements; (3) passed the written and oral examinations; (4) achieved a minimum GPA of 3.00 or above; (5) evidenced to the satisfaction of the School of Bible and Theology faculty proven Christian character; and (6) affirmed essential adherence to the doctrinal statement of the Seminary. Ph.D. students must submit the application to Ph.D. candidacy to the Dean of the School of Bible and Theology immediately after successfully completing the written and oral comprehensive examinations. Students may not submit any portion of their dissertation until they have been admitted to candidacy. Application forms for candidacy are available on the student portal.

vi. Dissertation Preliminary Research: By the beginning of the course RES895 Research Design and Procedures, a Ph.D. candidate must have a clear idea of the area of research for the dissertation. The area of research must be related to the student's concentration: Old Testament, New Testament, or Theology.

e. Academic Progress: Phase Three – Dissertation: The Ph.D. dissertation is a formal Treatise that advances a proposition based on scholarly research. Ph.D. dissertations at Piedmont International University must focus on a topic in or related to Old Testament, New Testament, or Theology. Included among the criteria of a successful dissertation are the following:

- Appropriate topic
- Valid research question
- Original research
- Sound methodology
- Coherent argumentation
- Critical evaluation of previously published works on the subject
- Clear, effective writing style
- Theological and philosophical agreement with the Piedmont position
- Biblical coherence
- Conformity to deadlines
- Significant contribution to scholarship in the student's chosen concentration.

- i. Dissertation Committee:** Upon successful completion of the course RES895 Research Design and Procedures the student must request the formation of the Dissertation Committee. This request is submitted to the Dean of the School of Bible and Theology who will appoint a three-member committee the third reader may be either internal or external to the Seminary faculty. The primary reader is the chair of the student's dissertation committee. Only individuals who hold an appropriate terminal research degree (e.g. Ph.D. or Th.D.) are authorized to serve on the dissertation committee. The duties of the committee include the following:
1. Approval of the dissertation topic
 2. Evaluation and approval of the dissertation proposal, the dissertation abstract, the dissertation research and writing time-table, and the first two chapters
 3. Reading evaluation of the first draft and subsequent revisions
 4. Providing guidance throughout the dissertation research and writing process
 5. Reading and evaluation of the final draft
 6. Conducting the oral defense and submitting a grade for the dissertation and the oral defense to the Registrar and a report to the Dean of the School of Bible and Theology
- ii. Selecting a Topic:** Ph.D. students must explore possible dissertation topics from the beginning of their Ph.D. program. Useful sources of information are previous dissertations produced at various seminaries and graduate schools, faculty members, and recently published articles and books. By the completion of 24 semester hours of Ph.D. course work, student must meet with their advisor to discuss possible dissertation topics. By the completion of 48 semester hours of Ph.D. course work, students must obtain preliminary approval of the dissertation topic. Immediately after they complete RES895 Research Design and Procedures, students must obtain the final approval of the dissertation title.
- iii. Dissertation Proposal:** Students will submit to the chair of the committee a 1-2 page proposal stating a tentative thesis for the dissertation.

iv. Dissertation Prospectus: After the dissertation proposal has been accepted, the student will prepare a dissertation prospectus in consultation with the dissertation committee. The prospectus written in dissertation form should consist of 2500-5000 words excluding the bibliography in the word count. It should conform to the latest edition of Turabian. The student will submit the three copies of the prospectus to the chair of the dissertation committee and one copy to the Graduate office for placement in his or her file. If the prospectus is not approved, the student may resubmit another prospectus on the same topic or may withdraw the original topic and propose a different one starting with a proposal. The prospectus should present, in summary fashion, the need for the research, the thesis, a logically explained direction of the research, the subdivisions of each chapter, and a substantive representation of the bibliography. The prospectus should indicate the purpose, procedure, and the projected findings of the research. Approval of the prospectus will authorize the student to write the dissertation. The grade for the prospectus will constitute a portion of the dissertation grade.

v. Dissertation Writing Process

1. **Focus:** The Ph.D. dissertation demonstrates the student's ability to sustain a full-length presentation of a research-based, coherent, comprehensive, focused argument. The dissertation must concentrate on an Old Testament, New Testament, or a theological theme in accordance to the student's concentration. A Ph.D. dissertation is a research-based, scholarly presentation that makes an original contribution to the intellectual conversation in the Biblical and theological arenas. A Ph.D. dissertation is a formal treatise that advances a proposition based on a research question that has been explored extensively through established standards of investigation. The contribution of a Ph.D. research may be the presentation of an original point of view, refutation of an older view, finding interrelationships between existing views, expansion of existing research, or discovery of new knowledge. In order to accept the

student's dissertation, the dissertation committee must be satisfied that the dissertation meets the following seven criteria:

- a. Sound research methodology
- b. Coherence
- c. Critical analysis of existing research
- d. Originality
- e. Acceptable writing style
- f. Contribution to biblical and theological scholarship
- g. Theological and philosophical compatibility with Piedmont International University

2. **Writing Style:** The appropriate style for a Ph.D. dissertation is formal, as opposed to informal or conversational. The tone must not be sententious or hortatory. The purpose is to provide a reasoned argument, not emotional persuasion or pressure. The power of an argument lies in its rigorous logic and clear presentation of a valid argument or an idea. The writer must strive to substantiate his or her arguments through meticulous documentation. The authority used in the pulpit may not be practiced to make a point in the dissertation. The validation of the points of view must be presented in such a strong research environment and the data must be substantiated in such clarity that the reader should come to the same conclusion as the writer has come. Rhetorical devices, emotional appeals, inflated structures, and exclamatory expressions must be avoided. Clarity and grace rather than stilted, static, artificial scholarly language are the marks of a well written dissertation.

3. **Plagiarism:** Plagiarism is a very serious academic and moral crime. A Ph.D. candidate commits plagiarism when he or she appropriates material that is beyond the parameters of common knowledge without acknowledging that source. Stealing may involve ideas, information, wording, or phraseology. Plagiarism is theft. A dissertation that has plagiarized the original (whether done intentionally or unintentionally) is rejected and a grade of zero is

assigned. The student committing plagiarism on the dissertation is subject to suspension or termination. The following procedure is followed in addressing plagiarism:

- a. Verification by the dissertation committee and reporting to the student's Dean
 - b. Reporting plagiarism to the Graduate Student Guidance Committee
 - c. Vote of the Graduate Faculty Plagiarism appeals may be addressed to the Provost.
4. **Legitimate Paraphrase:** The writer must be extremely careful to avoid both word as well as syntax plagiarism. The following steps may be helpful in composing a legitimate paraphrase:
- a. List the central idea and the key thoughts of the original document. This listing may consist of words, phrases, or sentences. It is preferable to put these in the researcher's own words.
 - b. Compose the paraphrase by using the list.
 - c. Revise the paraphrase by eliminating words or phrases from the original inadvertently included in the paraphrase.
 - d. Keep a copy of the original for final checking or proofreading the first draft of the dissertation to eliminate error.
 - e. Before submitting the first draft, verify the text for plagiarism by using an approved search engine.
5. **Formatting:** The Ph.D. dissertation is a research document following Kate L. Turabian's latest edition currently *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: The University of Chicago Press). Twelve-point font and double spacing must be employed. For Hebrew and Greek use appropriate fonts. A laser printer is required for letter-quality results. The students are advised to submit a sample chapter to the committee chair for approval of quality.

6. **Proofreading and Editorial Advising:** Ph.D. students may employ the services of an editor, who proofreads and edits the first draft of the dissertation for grammatical and stylistic improvements before submission to the committee. If the chair of the committee advises the writer to seek further help in writing that is beyond the level provided by the editor, the Ph.D. student must seek further formal or informal instruction. The Ph.D. student must seek the approval of the committee chair in selecting an editor. Preference is given to those with graduate degrees in English.
7. **The First Three Chapters:** Students planning to graduate in May must submit the first three chapters of the dissertation to the chair of the dissertation committee by the specified time. Failure to present the first three chapters of the dissertation on time may result in postponing the graduation. If the dissertation committee finds the first three chapters unacceptable, the student's graduation is postponed. Those who fail to meet the above deadline may petition to postpone their graduation. Students who do so are required to register for RES899 every fall and spring until graduation. After making the necessary revisions, students must resubmit the first three chapters by the specified deadline. Students following the Summer-Fall-Spring or Summer-Fall options may consult the alternate calendars.
8. **The First Draft:** The entire first draft of the dissertation must be submitted to the chair of the dissertation committee by February 1 (Fall-spring plan). Those who fail to meet this deadline may petition to postpone their graduation by submitting a request to the committee chair. The approved first three chapters must be included in the first draft. The first draft must meet the content, language, and documentation requirements. From the student's point of view, the first draft must be a finished project, though the committee may see the need for revisions. The committee will complete its evaluation of the first draft and return it with annotations by March 1.

9. **Oral Defense of the Dissertation:** After submitting an acceptable first draft, the student may request through the chair of the dissertation committee to schedule an oral defense of the dissertation before an examining committee in March. Those who are unprepared for an oral defense in March may request postponement of their graduation. Only individuals with a Ph.D. or a Th.D. may serve on the oral defense examining committee. The student is expected to articulate the proposition in the dissertation, present the arguments researched, evidence knowledge of the field of the research, show familiarity with the literature in the field, and be prepared to respond to questions from the committee members. The student may have a copy of his or her dissertation and refer to it during the oral defense. The chair of the oral defense committee will provide guidelines to the student on preparing for the oral defense. Students, whose performance is considered unsatisfactory, may have one additional opportunity before April 15 for defending the dissertation. Those who fail to defend the dissertation successfully by April 15 are required to postpone their graduation by a year. Students who postpone their graduation are required to register for RES899 every fall, spring, and summer until graduation. The oral defense examination lasts about two hours. The examining committee consists of the following members:

- a. The chair of the dissertation committee, who serves as chair of the examining committee
- b. Second reader of the dissertation
- c. Third reader of the dissertation
- d. A fourth optional member selected from another department or outside the institution.

10. **Revisions:** Students are required to submit a preliminary final draft of the dissertation including the signature page to the dissertation committee by March 15. The first draft with the committee corrections must accompany the preliminary final draft. Students may

seek the services of an editor and the guidance of the Dissertation Committee in making the required revisions. Those who fail to submit the preliminary final draft by March 1 may request to postpone their graduation

11. **Conflict Resolution:** Any time during the dissertation process, students may request that their Committee chair convene a meeting of the Dissertation Committee to discuss problems. The Committee chair decides if such a meeting is needed. The decision of the Committee may be appealed to the Dean and then to the Vice President of the Seminary.
12. **Approval Pages and Acknowledgement Pages:** Ph.D. candidates must submit to the Seminary office three original approval pages and three acknowledgement pages with the preliminary final draft by March 15.
13. **Final Draft:** Three hard copies and one electronic copy of the final draft of the dissertation must be submitted to the chair of the dissertation committee by April 1. The dissertation must conform to the standards stated in the latest edition of A Manual for Writers of Research Papers, Theses, and Dissertations, by Kate L. Turabian.
 - a. **Foreign Language References:** All foreign-language references should be typed in their native scripts.
 - b. **Abstract Accompanying the Final Draft:** An abstract of about 350 words must be submitted with each copy of the final draft of the dissertation.
 - c. **Printing:** All final originals of the dissertation must be laser printed.
 - d. **Paper:** Dissertations must be printed on approved paper. Continuous-feed paper or perforated paper is not acceptable.
 - e. **Length and Font:** The length of the Ph.D. dissertation must be between 200 and 300 pages including text, footnotes, and appendices, but excluding table of contents and bibliography. The text must be double-spaced. The number of words,

including text and appendices should be between 50,000 and 75,000. A 12-point Times New Roman or Arial font must be used.

- f. **Footnotes:** Footnote numbering should start at 1 at the beginning of each chapter. The writer should avoid Latin abbreviations in the footnotes.
 - g. **Bibliography:** The bibliography must include every source referred to in the footnotes.
 - h. **Quotations:** The writer of the dissertation should avoid lengthy direct quotations unless necessary to convey a thought accurately. He or she should not use a direct quotation to initially propose a thought, an argument, or a line of reasoning. An argument must be proposed in a properly crafted paraphrase incorporated into the text of the paper. Direct quotations may be used in the text or in a footnote to support the proposition.
 - i. **Color Pages:** Pages in the text or in the appendices that require color must be printed and duplicated on appropriate paper to preserve clarity. When color pages are necessary, the entire dissertation must be printed on a similar quality paper to preserve uniformity.
 - j. **Submission or Mailing of Dissertation:** All submissions of sections or complete drafts of the dissertation must be addressed to the chair of the dissertation committee. The Ph.D. candidate is required to keep a master copy of what he or she submits or sends on disk or in hard copy.
- vi. **Committee Approval of the Final Draft:** The Chair of the Dissertation Committee will consult with the Committee members and submit an official notification to the Dean of the School of Bible and Theology and the student about the acceptability of the final draft. All members of the Committee will sign the approval form.

- vii. **Copying and Binding:** The Seminary office will oversee the binding and distribution of the final copies. A fee will be charged for binding and, if applicable, shipping.
- viii. **Final Dissertation Deadline:** Three hard copies and one electronic copy of the dissertation must be submitted to the Seminary office by May 1.
- ix. **Grading and Credits:** Two courses, three credit hours each, are assigned for the dissertation and oral defense. The RES898 grade is based on the dissertation topic selection, the dissertation proposal, the dissertation abstract, and the first three chapters. The RES899 grade is based on the first draft, the oral defense of the dissertation, the preliminary final draft, the final draft, and the committee Approval. A minimum grade of B is required in RES898 and RES899. Failure to meet any of the deadlines may result in grade of F (Fail), or NG (No Grade). The determination of a grade is made by the Dissertation Committee. A Ph.D. candidate must register for RES899 every fall and spring until a successful final draft of the dissertation is submitted.
- x. **Dissertation Filing:** Additional personal copies may be requested for binding at the same time. The Seminary will submit the hard copies to the binder. The student will be billed for the binding service and if applicable, shipping. The three hard copies and one electronic copy are distributed as follows:
 - a. Library: One hard copy and one electronic copy
 - b. Seminary Office: One hard copy
 - c. Candidate: One or more hard copies and electronic copies.
The candidate will send an electronic copy to TREN (rwjones@tren.com | 1. 800. 334. 8736) after receiving permission from the Committee Chair.
- xi. **Copyright and Publication:** The dissertation is the intellectual property of the author. Piedmont International encourages the Ph.D. recipients to explore the opportunities to publish their dissertations. While no formal permission from the Seminary office is required, the author is expected to give notice, when the dissertation is published, that the material was

originally submitted to Piedmont International University as a Ph.D. dissertation. Every dissertation must be submitted to TREN and to ProQuest for availability to the general scholarly community. The Seminary office will assist in accomplishing this requirement. A fee will apply for copyright registration.

3. FINANCIAL INFORMATION

Students should consult the Piedmont website for verification of a current schedule of tuition and fees.

- a. **Refund:** Students should consult the Piedmont website for a current refund schedule.
- b. **Financial Aid and Scholarships:** Students should consult the Piedmont website for current information on Federal Financial Aid and institutional scholarships
 - i. **Financial Aid Satisfactory Academic Policy:** The Financial Aid Office of Piedmont International University administers financial aid programs from federal and institutional sources. The U.S. Department of Education requires that schools develop and implement policies by which academic progress is evaluated and monitored for all students, including those who have not received financial aid in previous semesters. Students must meet Financial Aid Satisfactory Academic Progress requirements to receive federal Title IV aid, including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Direct Loans (including Parent PLUS and Graduate PLUS). This policy includes standards for Qualitative and Quantitative measures. The academic record of all students is reviewed after the end of each payment period, and after evaluation, letters will be sent jointly from the Registrar's Office and the Financial Aid Office notifying those with insufficient academic progress when they are being placed on Financial Aid Warning, Probation, or Suspension as a result.
 - ii. **Definition of Attempted Hours**
 - 1. The hours for which the student is registered as of the last date to drop a course without academic penalty (published in the catalog).
 - 2. All transfer hours.

3. All hours taken even if the student did not receive Financial Aid during these time periods.

- iii. **Definition of Completed Hours:** The hours for which a letter grade of A, B, or C is received at Piedmont International University. A grade of F or WF receives zero credits in the GPA.
- iv. **Qualitative Standard:** Cumulative GPA is composed of all attempted hours at Piedmont International University. To meet the qualitative standards, the students must meet the minimum cumulative GPA as determined by their classification and program. The GPA is calculated by the Registrar’s Office.
- v. **Quantitative Standards:** The student must complete the required number of attempted hours of coursework at his/her current level. Withdrawals after the last day to withdraw without academic penalty, incompletes, repeated courses, failure grades, and transfer hours will count as attempted coursework. The requirements are as follows:

Certificate and Associate’s Programs	67%
Bachelor’s Programs – Freshmen	50%
Bachelor’s Programs – Sophomores	67%
Bachelor’s Programs – Juniors	67%
Bachelor’s Programs – Seniors	67%
Graduate Programs – D.Min. & Ph.D.	67%

- vi. **Satisfactory Academic Progress Review:** Students will be reviewed for satisfactory academic progress at the end of each payment period. If a student fails to meet either the qualitative or quantitative standard for his or her degree program and classification at the end of the payment period, the following rules will apply:

1. **Institutional Aid:** Students will receive institutional aid during semesters of Academic Warning, Academic Probation, Financial Aid Warning, but will not receive institutional aid while on Financial Aid Suspension,* nor after readmission from a semester of suspension. Institutional Aid will be reinstated when Federal Aid Eligibility is reinstated.

2. **Federal Aid:** To maintain eligibility for Title IV aid after failing to make Satisfactory Academic Progress, students must be placed either on Financial Aid Warning or Financial Aid Probation.

- a. *A student following the requirements of the 2014-2015 *Catalog* will receive institutional aid during semesters of Academic Warning, Academic Probation, Financial Aid Warning, and Financial Aid Probation, but will not receive institutional aid while on Financial Aid suspension, nor after readmission from a semester of suspension. Institutional Aid will be reinstated when Federal Aid Eligibility is reinstated.
- b. *For those following the 2012-2014 *Catalog* for fees, scholarships, and program requirements, Institutional Aid will be awarded in direct correlation to the student's Academic Standing following *Catalog* academic policies. This means that if a student is not on Academic Suspension, he/she may continue to receive institutional aid subject to the academic requirements of individual scholarships. It is possible for a student to receive institutional aid while not qualifying for federal aid. The Satisfactory Academic Progress Appeals Committee will determine if a student is eligible to receive institutional aid for subsequent semesters.

vii. **Financial Aid Warning:** Any student who does not meet either the qualitative or quantitative standard for his or her degree and/or classification at the end of any payment period will automatically be placed on Financial Aid Warning for one semester. Federal financial aid eligibility will be maintained for the warning semester. After one period of Financial Aid Warning a student who does not meet the Satisfactory Academic Progress requirements will not be eligible for Federal Financial Aid unless an appeal is made and granted.

viii. **Financial Aid Probation:** A student who fails to make Satisfactory Academic Progress following his or her Financial Aid Warning semester will lose Title IV eligibility unless the student successfully appeals. If an appeal is granted and the institution determines the student has the capability to make SAP after one payment period, the student will be placed on Financial Aid Probation for one semester only. If the student on Financial Aid Probation is not making SAP by the end of the probationary term, the student will become ineligible for Federal Student Aid. If an appeal is granted and the

institution determines that more than one payment period will be necessary for the student to make Satisfactory Academic Progress, the student may be placed on an academic plan. The plan may specify when the student will be able to make SAP again, or may carry the student through the completion of his or her degree program. The student must be meeting the requirements of the plan at the end of the first payment period on the plan in order to receive Title IV funds. The student may appeal in writing to change the academic plan, and must document why the change is requested and how he/she will be able to make Satisfactory Academic Progress under the changed plan.

- ix. Financial Aid Suspension:** A student who fails to make Satisfactory Academic Progress after the Financial Aid Warning semester and a Financial Aid Probation semester (if applicable), or who fails to meet the requirements of his/her academic plan will lose eligibility for Federal Student Aid. Eligibility will be reinstated after the student has met both the qualitative and quantitative standards.
- x. Academic Warning:** Any student who does not meet either the qualitative or quantitative standard for his or her degree and/or classification at the end of any payment period will automatically be placed on Academic Warning.
- xi. Academic Suspension:** After an initial warning semester, any student whose **semester** GPA or Completion rate doesn't meet the requirements for his/her degree and/or classification is placed on academic suspension. A student whose semester GPA and rate of completion meet the requirements but whose **cumulative** GPA and rate of completion do not meet the requirements will be placed on Academic Probation. It is possible to be on Academic Probation and Financial Aid suspension during this semester. After a semester on Academic Probation, a student whose cumulative GPA and rate of completion do not meet the requirements is placed on academic suspension. The suspension will last for a period of one semester, and the student must reapply for admittance and must meet any standards mandated by the Admissions Committee at that time. A student reentering from Academic Suspension will be readmitted on Academic Probation, will be guided by an approved academic plan, and will not qualify for Federal

Financial Aid or institutional scholarships until he or she meets appropriate GPA and Rate of Completion requirements.

- xii. Satisfactory Academic Progress Appeal:** The student who wishes to appeal the accuracy of the academic criteria upon which Financial Aid is based, should write a letter of appeal and submit it to the Registrar for correction. If not satisfactorily resolved, the appeal will be reviewed by the Satisfactory Academic Appeals Committee. Such appeals would generally be based on errors in the evaluation process, such as the miscalculation of the student's GPA, the incorrect inclusion/exclusion of transfer work on the student's rate of completion calculation, or a miscalculation in the student's maximum timeframe. A student who wishes to appeal the loss of Financial Aid should submit a request to the Director of Financial Aid. The SAP Committee will be comprised of the Representative of Enrollment Services, the Director of Financial Aid, the Registrar, and the appointed academic representative for the degree program in question. Successful appeals are usually based on factors beyond the student's control and include, but are not limited to, death in the immediate family, serious accident or illness, or loss of child care. The appeal must contain what has changed to allow the student to have the capacity to meet SAP. The appeal must be submitted within two weeks of notification of status or no later than two weeks before the start of the next period in which the student wishes to enroll. All appeals will be filed in the student's folder.

4. STUDENT CONDUCT

Christian leadership demands an exemplary testimony. Ph.D. students should be pacesetters in their communities both spiritually and professionally. Essential agreement with the Statement of Faith of the University, Christian testimony at home and in public, local church ministry, a burden for the unsaved, communicating Biblical truth, and walking with the Lord daily are expectations of all Ph.D. students. Piedmont International University seeks to provide an atmosphere conducive to serious study and to the development of strong Christian character. The standards set in the *Graduate Student Handbook* are the principles which all the members of the Graduate family are expected to observe.

5. STUDENT COMPLAINT

All Complaints, reviews, and appeals should be made to the appropriate person or committee in writing within one semester, in the following order:

- a. The faculty or staff member directly responsible for that area
- b. The student's Dean
- c. The Vice President of the Seminary
- d. The University Provost
- e. The Board of Trustees through the President
- f. After all institutional avenues are exhausted, a student may contact the offices of Transnational Association of Christian Colleges and Schools, 15935 Forest Road, Forest, VA 24551

6. GRADUATION

A Ph.D. candidate must meet the following requirements to qualify for graduation with a Ph.D.:

- a. Satisfactory completion of all course work with a GPA of 3.00 or above.
- b. Satisfactory score on the written comprehensive examination on the core and the concentration and satisfactory score on the oral examination on the concentration.
- c. Submission of three originals of the final hard copy and one electronic copy of the dissertation that is approved by the dissertation committee and one electronic copy for the Library.
- d. Satisfactory score on the dissertation defense.
- e. Indication with a signature of essential agreement with the Statement of Faith of Piedmont International University.
- f. Evidence of Christian character.
- g. Completion of all work within eight years.
- h. All financial obligations to the Seminary paid on full.
- i. Attending the Commencement Ceremony.

7. CHECKLISTS

Summer, Fall, Spring Plan

PRELIMINARIES

	<u>Activity</u>	<u>Approval</u> <u>Office/Individual</u>	<u>Time</u>

Step One	Inquire about your eligibility for admission, transfer of credits and other information	Graduate Admissions Director, VP of the Seminary	While in college or one semester before entering the graduate program
Step Two	Submit an application and the appropriate documents	Admissions Office	One semester before entering the graduate program
Step Three	Obtain official acceptance into the Ph.D. program and declare a concentration	Director of Admissions	Before registering for courses

START PHASE ONE: COURSE COMPLETION

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>
Step One	Register for courses	Academic Advisor	First registration period following acceptance
Step Two	Take the Hebrew Proficiency Examination (HPE) upon completion of BLH 711 Seminar in Hebrew Exegetical Methods, and the Greek Proficiency Examination (GPE) upon completion of BLG 711 Seminar in Greek Exegetical Methods.	Dean of the School of Bible and Theology, Concentration Advisors	Before completing 12 hours of Ph.D. non-language courses
Step Three	Confirm a concentration and proceed to complete 48 hours of Ph.D. courses. This step includes a meeting with the advisor to	Academic Advisor, Registrar,	During Phase One

	confirm a concentration. Obtain approval of student's dean to take RES 895 during Phase One.	Director of Financial Aid	
--	--	---------------------------	--

START PHASE TWO: POST-CURRICULUM REQUIREMENTS

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>
Step One	Take the Written and Oral Comprehensive Examinations upon completion of 42 hours of core and concentration.	Dean of the School of Bible and Theology	March/April
Step Two	Receive approval of your dissertation topic, apply for candidacy, and enroll in RES 895 Research Design and Procedures (RES 895 may be taken during Phase One)	Academic Advisor	During Phase One and Phase Two
Step Three	Complete RES 895 Research Design and Procedure, select your dissertation topic, request the formation of the dissertation committee, and apply for candidacy. After RES 895 module, register for RES 898 for the summer session.	Academic Advisor, Approval of the Formation of the Dissertation Committee	April/May Following passing the comprehensive examination

START PHASE THREE: DISSERTATION

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>
Step One	Submit a 1 or 2 page dissertation proposal	Chair of the Dissertation Committee	Upon acceptance of dissertation

			topic (summer session)
Step Two	Submit a 10-20 page dissertation prospectus and a time table for completing research and writing the first draft. Register for RES 899 for the fall semester.	Chair of the Dissertation Committee	Upon acceptance of the proposal (summer session)
Step Three	Submit the first three chapters. The grade for RES 898 is based on the following: (1) Dissertation topic proposal (not included in the dissertation); 1-2 pages (2) Dissertation Abstract or Prospectus, 2500-5000 words (3) Chapter 1: Introduction – General Introduction to the subject, statement of the problem, direction of the research, significance and imperative of research, delimitations and limitations, and definitions (4) Chapter 2: review of literature (5) Chapter 3: Methodology of Research, instrument used.	Chair of the Dissertation Committee	November 1
Step Four	Make necessary revisions, resubmit the first three chapters, and obtain proofreading help.	Chair of the Dissertation Committee	November 30
Step Five	Petition for graduation.	Registrar	December 1
Step Six	Submit the first draft and schedule the Oral Defense.	Chair of the Dissertation Committee	February 1
Step Seven	Defend your dissertation and submit a final preliminary final draft.	Dissertation and Defense Committee	February 1-15

Step Eight	Make the required revisions and submit the final copy including the signature page.	Chair of the Dissertation Committee	March 15
Step Nine	Obtain approval of the final copy.	Chair of the Dissertation Committee	March 30
Step Ten	Make arrangements for binding and submitting copies for filing and publication for use by the broader scholarly community through Theological Research Exchange Network (TREN), Portland, Oregon.	Seminary Office	April 15
Step Eleven	Participate in the Commencement Ceremonies.	Administration	May

Summer, Fall Plan

PRELIMINARIES

	<u>Activity</u>	<u>Approval Office/Individual</u>	<u>Time</u>
Step One	Inquire about your eligibility for admission, transfer of credits and other information	Graduate Admissions Director, VP of the Seminary	While in college or one semester before entering the graduate program
Step Two	Submit an application and the appropriate documents	Admissions Office	One semester before entering the graduate program
Step Three	Obtain official acceptance into the	Director of Admissions	Before registering for courses

	Ph.D. program and declare a concentration		
--	---	--	--

START PHASE ONE: COURSE COMPLETION

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>
Step One	Register for courses	Academic Advisor	First registration period following acceptance
Step Two	Take the Hebrew Proficiency Examination (HPE) upon completion of BLH 711 Seminar in Hebrew Exegetical Methods, and the Greek Proficiency Examination (GPE) upon completion of BLG 711 Seminar in Greek Exegetical Methods.	Dean of the School of Bible and Theology, Concentration Advisors	Before completing 12 hours of Ph.D. non-language courses
Step Three	Confirm a concentration and proceed to complete 48 hours of Ph.D. courses. This step includes a meeting with the advisor to confirm a concentration.	Academic Advisor, Registrar, Director of Financial Aid	During Phase One

START PHASE TWO: POST-CURRICULUM REQUIREMENTS

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>
Step One	Take the Written and Oral Comprehensive Examinations upon completion of 48 hours of core, concentration, and elective courses.	Dean of the School of Bible and Theology	March/April
Step Two	Explore areas for dissertation research and receive approval of	Academic Advisor	During Phase One and Phase Two

	topic. Complete Teaching Practicum		
Step Three	Complete RES 895 Research Design and Procedure, select your dissertation topic, request the formation of the dissertation committee, and apply for candidacy. After RES 895 module, register for RES 898 for the summer session.	Academic Advisor, Approval of the Formation of the Dissertation Committee	April/May Following passing the comprehensive examination

START PHASE THREE: DISSERTATION

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>
Step One	Submit a 1 or 2 page dissertation proposal	Chair of the Dissertation Committee	Upon acceptance of dissertation topic (summer session)
Step Two	Submit a 10-20 page dissertation prospectus and a time table for completing research and writing the first draft. Register for RES 899 for the fall semester.	Chair of the Dissertation Committee	Upon acceptance of the proposal (summer session)
Step Three	Submit the first three chapters. The grade for RES 898 is based on the following: (1) Dissertation topic proposal (not included in the dissertation), 1-2 pages (2) Dissertation Abstract or Prospectus, 2500-5000 words (3) Chapter 1: Introduction (General introduction to the subject, statement of the problem, direction of the research,	Chair of the Dissertation Committee	October 1

	significance and imperative of research, delimitations and limitations, and definitions) (4) Chapter 2: Review of literature (5) Chapter 3: Methodology of Research or procedure		
Step Four	Make necessary revisions, resubmit the first three chapters, and obtain proofreading help.	Chair of the Dissertation Committee	October 15
Step Five	Submit the first draft and schedule the Oral Defense	Chair of the Dissertation Committee	October 15
Step Six	Defend your dissertation and submit a final preliminary final draft.	Dissertation and Defense Committee	November 1
Step Seven	Make the required revisions and submit the final copy including the signature page.	Chair of the Dissertation Committee	November 15
Step Eight	Obtain approval of the final copy.	Chair of the Dissertation Committee	December 1
Step Nine	Petition for graduation.	Registrar	December 1
Step Ten	Make arrangements for binding and submitting copies for filing and publication for use by the broader scholarly community through Theological Research Exchange Network (TREN), Portland, Oregon.	Seminary Office	December 15
Step Eleven	Participate in the Commencement Ceremonies.	Administration	May

Fall, Spring Plan

PRELIMINARIES

	<u>Activity</u>	<u>Approval</u> <u>Office/Individual</u>	<u>Time</u>
Step One	Inquire about your eligibility for admission, transfer of credits and other information	Graduate Admissions Director, VP of the Seminary	While in college or one semester before entering the graduate program
Step Two	Submit an application and the appropriate documents	Admissions Office	One semester before entering the graduate program
Step Three	Obtain official acceptance into the Ph.D. program and declare a concentration	Director of Admissions	Before registering for courses

START PHASE ONE: COURSE COMPLETION

	<u>Activity</u>	<u>Approval</u>	<u>Time</u>
Step One	Register for courses	Academic Advisor	First registration period following acceptance
Step Two	Take the Hebrew Proficiency Examination (HPE) upon completion of BLH 711 Seminar in Hebrew Exegetical Methods, and the Greek Proficiency Examination (GPE) upon completion of BLG 711 Seminar in Greek Exegetical Methods.	Dean of the School of Bible and Theology, Concentration Advisors	Before completing 12 hours of Ph.D. non-language courses

Step Three	Confirm a concentration and proceed to complete 48 hours of Ph.D. courses. This step includes a meeting with the advisor to confirm a concentration.	Academic Advisor, Registrar, Director of Financial Aid	During Phase One
------------	--	--	------------------

START PHASE TWO: POST-CURRICULUM REQUIREMENTS

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>
Step One	Complete RES 895 Research Design and Procedure, select your dissertation topic, request the formation of the dissertation committee, and apply for candidacy.	Academic Advisor, Approval of the Formation of the Dissertation Committee	April/May Following passing the comprehensive examination
Step Two	Take the Written and Oral Comprehensive Examinations upon completion of 48 hours of core, concentration, and elective courses.	Dean of the School of Bible and Theology	September 20-30
Step Three	Explore areas for dissertation research and receive approval of topic. Complete Teaching Practicum	Academic Advisor	During Phase One and Phase Two

START PHASE THREE: DISSERTATION

	<u>Activity</u>	<u>Approval</u>	<u>Date</u>
Step One	Submit a 1 or 2 page dissertation proposal	Chair of the Dissertation Committee	Upon acceptance of dissertation topic

			(summer session)
Step Two	Submit a 10-20 page dissertation prospectus and a time table for completing research and writing the first draft. Register for RES 899 for the fall semester.	Chair of the Dissertation Committee	Upon acceptance of the proposal (summer session)
Step Three	Submit the first three chapters. The grade for RES 898 is based on the following: (1) Dissertation topic proposal (not included in the dissertation); 1-2 pages (2) Dissertation Abstract or Prospectus, 2500-5000 words (3) Chapter 1: Introduction – General Introduction to the subject, statement of the problem, direction of the research, significance and imperative of research, delimitations and limitations, and definitions (4) Chapter 2: review of literature (5) Chapter 3: Methodology of Research, instrument used.	Chair of the Dissertation Committee	October 1
Step Four	Make necessary revisions, resubmit the first three chapters, and obtain proofreading help.	Chair of the Dissertation Committee	November 1
Step Five	Petition for graduation.	Registrar	January 15
Step Six	Submit the first draft and schedule the Oral Defense.	Chair of the Dissertation Committee	February 1
Step Seven	Defend your dissertation and submit a final preliminary final draft.	Dissertation and Defense Committee	March 1-15

Step Eight	Make the required revisions and submit the final copy including the signature page.	Chair of the Dissertation Committee	March 15
Step Nine	Obtain approval of the final copy.	Chair of the Dissertation Committee	April 1
Step Ten	Make arrangements for binding and submitting copies for filing and publication for use by the broader scholarly community through Theological Research Exchange Network (TREN), Portland, Oregon.	Seminary Office	April 1
Step Eleven	Participate in the Commencement Ceremonies.	Administration	May

8. DIRECTORY OF COMMUNICATION

President	7995
Provost	7956
Associate Provost	7954
Provost Administrative Assistant	7997
Vice President of the Seminary	7910
Seminary Administrative Assistant	7986
Dean of the Bowman School of Bible and Theology / New Testament	7989
Dean of the Alford School of Ministry / Ministry	7976
Old Testament	7972
Theology	7985
Online Learning	7992
Tech Support	7931
Registrar	7994
Assistant to Registrar	7961
Seminary Advisor & Faculty Registrar Assistant	7882
Director of Student Services	7957
Dean of Women	7980
Director of Admissions	7927
Director of Financial Aid	7878
Student Accounts	7940

9. CALENDAR

The academic year is divided into two semesters of seventeen weeks each. Both fall and spring offer one-week modules. Online classes fall within the semesters, meeting eight weeks each with a one week break between sessions. Summer sessions and one-week modules are also available.

*Incomplete grades are due 6 weeks after the last day of a Session or Semester course.

** Incomplete grades are due 6 weeks after the last *calendar* date of a Module class (which calendar date is generally 5-weeks after the last day of the module week, and so incompletes are 11-weeks after the last day of a module).

Fall Semester 2018

August	
13-14	Faculty/Staff Orientation
20	PIU Summer Online Session II Ends *
21	New Student Orientation
22	Returning Students Check-In
22	First Day of Classes
22-28	15 Week Add/Drop Period
27	PIU Online Session I Begins
27-29	Session I Add/Drop Period
27-31	PIU Graduate Module I Begins

September	
3	Labor Day (No, Classes, Offices Closed)
4	Last Day to Drop Session I Class w/o Academic Penalty
5	Last Day to Drop 15 Week Class w/o Academic Penalty
10-14	PIU Graduate Module II **
17-21	PIU Graduate Module III **
24	Last Day to Withdraw Session I
24-28	PIU Graduate Module IV**

October	
8-12	PIU Graduate Module V**
12	Fall Break
15	PIU Online Session I Ends *
15-19	Graduate Module VI**
17	Last Day to Withdraw 15 Week Class
22	PIU Online Session II Begins
22-24	Session II Add/Drop Period
22-26	PIU Graduate Module VII **
30	Last Day to Drop Online Session II Course w/o Academic Penalty

November	
1	Artist Series – Choral/Band Festival
4	Daylight Savings Time Ends (2:00 am ET)
10	PIU ACT Testing Date
19	Last Day to Drop Online Session II
19-23	Thanksgiving Break (Offices closed 22-23)

December	
1	Candlelight Carols
6	Last Day of T/TH Class
7	Last Day of W/F Class
10	PIU Online Session II Ends
10-12	Final Exams
13-18	PIU Undergraduate Module
17	Ph.D. Language Proficiency Exam **
18	Last Day of Fall Semester
24-31	Christmas Vacation

Spring Semester 2019

January	
1	New Year's Day (Last Day of Christmas Vacation)
2	Offices Re-open
2-7	Undergraduate Winter/Spring Module **
7	Online Session I Begins
7-11	Graduate Module I **
8	First Day of Semester Classes
8-14	15 Week Add/Drop Period
14-16	Session I – Add/Drop Period
14-18	Graduate Module II **
21	Martine Luther King Day (No Classes, Offices Closed)
22	Last Day to Drop a Semester-length class w/o Academic Penalty
22	Last Day to Drop Online Session I w/o Academic Penalty
28	Graduate Module III ** (through Feb. 1)

February	
1	Graduate Module III ** (continues)
2	PIU ACT Testing Date
5	Last Day to Drop Online Session I Course
4-8	Graduate Module IV **
11	Session I – Last Day to Withdraw
11-15	Graduate Module V **
18-22	Graduate Module VI **
18	Ph.D. Language Proficiency Exam **
25	Graduate Module VII (through 3/1)

March	
1	Module VII (continues)
4	PIU Online Session I Ends
4-8	Spring Break
11	First Day of Session II
11-13	Session II – Add/Drop Period
12	Last Day to Drop a 15 Week Class w/o Academic Penalty
19	Last Day to Withdraw from Session II Course w/o Academic Penalty

April	
8	Last Day to Withdraw – Session II
16-17	Stevens Lecture Series
19	Good Friday (PIU Offices Closed)
21	Easter Sunday
25	Last Day of T/TH Classes
26	Last Day of W/F Classes
29	Last Day of Session II
29- May 1	Exams

Summer Semester 2019

May	
1	Exams
2	Commencement Practice (2:30 pm)
2	Commencement Concert
3	Commencement (7:00 pm)
6	Online Session I Begins
6-8	Session I – Add/Drop Period
6-10	Undergraduate Module I
6-10	Graduate Summer Module I **
7-14	14 Week Add/Drop Period
13-17	Undergraduate Module II
13-17	Graduate Summer Module II **
14	Last Day to Drop Session I w/o Academic Penalty
20-24	Graduate Summer Module III **
27	Memorial Day (Offices Closed)
28	Ph.D. Proficiency Exam **

June	
3	Last Day to Drop Online Session I Course
3-7	Graduate Module IV **
10-14	Graduate Module V **
17-21	Graduate Module VI **
24	Online Session I Ends *
24-28	Graduate Module VII ***

July	
1	Online Session II Begins
4	Independence Day (Offices Closed)
9	Last Day to Drop a Semester Length Class
20	PIU ACT Testing Date

August	
19	Online Session II Ends * First Day of the 2019-2020 Fall Semester