NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

DOCTOR OF EDUCATION HANDBOOK



Division of Church Ministries

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Introduction

The *Doctor of Education Handbook* is the official handbook for students enrolled in the Doctor of Education (EdD) doctoral program and related faculty and administration. While this handbook intends to describe the program and policies, the seminary retains the right to change programs, policies, courses, schedules, teachers, requirements, and all other aspects of the curriculum at any time.

Students as well as faculty members will find this resource invaluable in understanding the design, policies, procedures, and related matters for the Doctor of Education program at New Orleans Baptist Theological Seminary (NOBTS). Both students and faculty members are expected to master the contents of this handbook and abide by its stipulations.

All Doctor of Education program forms may be obtained from the Doctor of Education Office which oversees the EdD program and many are available on the EdD area of the seminary website: http://www.nobts.edu/Ed.D/program-materials.html

NOBTS Purpose and Mission Statements

New Orleans Baptist Theological Seminary endeavors to equip God-called men and women for vocational service in Baptist churches and in other Christian ministries throughout the world through programs of spiritual development, theological studies, and practical preparation in ministry.

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

Doctor of Education Program

Purpose Statement

The purpose of the Doctor of Education degree is to equip individuals for denominational or interdenominational leadership positions in the field of religious education or teaching.

Program Goals

The goals for this degree include mastery of educational disciplines, graduate-level understanding of theological disciplines, and capacity to engage in administration, teaching, and research.

The Doctor of Education degree program is designed to lead graduates to meet the following goals:

- Mastery of educational disciplines
- Graduate-level understanding of theological disciplines

- Capacity of engaging in administration, teaching, and research

Overview of the EdD Program

The EdD program is the perfect degree for teaching professionals in undergraduate Christian and community colleges, private school headmasters and teachers, or ministry practitioners with a desire to teach and lead at an advanced level.

Typically, required seminars meet four times during the semester or summer term in a two-year cycle. Program workshops are offered in a three- to five-day format either during the summer or January. Elective seminars will be offered at different times.

The EdD curriculum consists of four required semester-long research oriented Christian education seminars, reading seminars, an integrated mentorship, elective seminars, a research workshop and other program elements. An oral proficiency examination and the submission and defense of a Dissertation in Professional Practice are also required. The period allowed for the completion of the EdD program is seven years from initial registration. A student may take no more than two seminars per semester. Full-time students generally can complete the program in three to four years.

The Doctor of Education program and curriculum is administered by the Doctor of Education Oversight Committee (EDOC) which is composed of all full time Christian Education faculty with terminal professional or research doctoral degrees and academic administrates. All policies, procedures, and practices are established by the committee and administered by the director.

Admissions

Characteristics of Applicants

Applicants should manifest consistent habits of study, an unusual degree of independence, an understanding of the basic techniques of research, superior intellectual capacities, and the willingness to invest the time required for distinguished scholarly work. In addition, consideration is given to how health, finances, personality traits, and responsibilities other than graduate study might bear upon the fitness of students for scholarly research and writing.

Application forms are available online at nobts.edu/edd. Potential applicants should review carefully all degree admission requirements before submitting an application. Those requirements are enumerated in the EdD section of the NOBTS Graduate Catalog.

Application Process

The student will have one year to complete required leveling work and submit application items to enter the EdD program.

- EdD Application Form
- Statement of Call and Commitment
- Church Statement of Affirmation
- Personal evaluations
- Transcripts
- Immunization forms
- Application fee
- Background check

These remaining items must be submitted before final admission into the EdD program can be granted:

- Graded, graduate level research paper
- EdD entrance exam
- Entrance interview
- Professional Profile
- Transfer of Credit Request form (if applicable)
- Immunization forms, if not submitted previously

Application Dates and Deadlines

Applications must be submitted to the Doctoral Admissions Office no later than **July 1st** for fall admission, **December 1st** for spring admission, and **April 1st** for summer admission.

The following items should accompany the application and be uploaded to your application portal:

- Completed application form
- All supporting documentation

  [Statement of Call and Commitment, Background Check, Church Affirmation, Transfer of Credit Request form (if applicable), Immunization forms, three reference/personal evaluation forms]
- Application fee
- Official transcripts from **all** colleges, universities, and seminaries

- Written plan for completion of course prerequisites
- Graded, graduate-level research paper

Upon completion of application, the student will be instructed to complete an EdD Entrance examination. The EdD applicant is allowed to attempt the exam a maximum of two times. The EdD applicant cannot take the entrance exam more than once during a semester, and twice per year.

Applicants must interview with the Doctoral Oversight Committee. The interview focuses on one's conversion experience, call to ministry, family relationships, reasons for pursuing the doctoral degree, interests and reading in the proposed field of study, and other areas that may enable the faculty to know the applicant better and to ascertain his or her potential for advanced studies.

The Doctor of Education Oversight Committee (EDOC) approves and denies admission to the Doctor of Education program. All relevant information in the application (GPA, graduate-level research paper evaluation, entrance exam, and entrance interview) are considered in ascertaining the applicant's potential for advanced research studies and making a final decision concerning admission. After a decision by the Doctor of Education Oversight Committee, Admissions will notify applicants of acceptance/denial to the doctoral program. Decisions are usually, but not always, made within one month following the submission of all application documents and no later than a month after the application deadlines. Applications are valid for one year.

Admission Requirements, Degree Prerequisites, and Hours

An applicant must hold a master's degree from a college or university accredited by an agency related to the Council for Higher Education Accreditation (CHEA).

Degrees from secular or non-ATS schools may be considered with completion of supplemental studies. For admission into the EdD program, students are required to demonstrate competency in foundational biblical studies, theology, Christian education, and educational or ministry leadership. Competency in the field of Christian education is assessed with an entrance exam. Familiarity with statistics for social sciences is required. The statistics competency is measured by transcript(s) in descriptive, univariate, and multivariate statistics as well as use of computer applications such as the Statistical Package for Social Sciences (SPSS). Students without sufficient statistics knowledge are expected to complete an introduction course the first year in the program.

Degree equivalency applicants who do not hold the appropriate prerequisite degree should contact Admissions for information concerning degree equivalency requirements. Individuals with a MEd or MAT degrees can meet equivalency requirements by taking designated biblical, theological, and ministerial courses. Students with theological degrees may be required to take Christian education and ministerial courses.

Degree Equivalency

- Applicants who have a degree that satisfies the educational requirements for the EdD can take two designated (8000 level) foundational seminars in biblical studies/theology that will count toward 3 hours of electives in their first year of the EdD program.

- Applicants who have a degree that satisfies the theological requirements for the EdD can take two designated (8000 level) foundational seminars in Education that will count toward 3 hours of their electives in their first year of the EdD program.

- Applicants who hold a master's degree but require both education and theological proficiencies can take all four 8000 level foundational seminars. Only a maximum of six hours from the hours from designated foundational seminars will count as electives in the EdD degree.

Foundational seminars must be completed before taking 9000 level courses.

Foundational Discipline Seminars

Foundational seminars provide the discipline specific work necessary for success in the EdD program and prepare students for study in the upper level (9000) research courses. Students may be required to take up to four foundational seminars depending on their qualifying degree and transcript evaluation.

Foundation seminars include:

- CEEF8300 Instructional Theory and Curriculum Design
- CEEF8301 Perspectives in Contemporary Educational Ministry
- THTH8302 Doctrinal Foundations for Contemporary Ministry
- BSBT8301 Biblical Theology

✓ Statistics

Students must demonstrate competency in statistics for social sciences. Generally, competency is measured by transcript hours (graduate or undergraduate courses) in descriptive, univariate, and multivariate statistics as well as use of computer applications such as the Statistical Package for Social Sciences (SPSS). If you do not meet this criteria, you will be required to complete CEST6300 Introduction to Educational Research and Statistics (or similar course at another institution) in your first year.

✓ Transfer of Credits

Qualified* applicants pursuing an EdD degree are allowed to transfer up to 18 hours of completed seminars from doctoral programs at accredited institutions. Transferred hours can be used as program electives or replace CEEF9401 Educational Psychology, CEAL9401 Higher Education Leadership/CEAL9402 Christian School Leadership. 3 hours of supervised practicum may be applied as a substitute for the EDMN830X Integrated Mentorship. Transfer hours may not be used as substitutes for program workshops or writing components. Not more than one-third of the degree may be transfer hours (18 hours).

1. Credit earned more than 10 years ago will not be transferred. Exceptions may be considered by the EDOC committee on a case-by-case basis.

2. The student should submit a Credit Transfer Request Form to the EdD Office accompanied with transcripts (including passing grade) and applicable course descriptions. Requests can be made at the time of application.

3. The program director will review and validate student transcripts and supporting documentation and then make a recommendation to the Doctor of Education Oversight Committee (EDOC). The committee will make the final decision to approve or reject the transfer request.

4. The student will be notified, in writing, of the decision. A copy of the request and the decision will be forwarded to the Registrar.

*Qualifying students must meet all admission requirements and prerequisites.
Integrated Mentorship Credit (3 hours)

Integrated Mentorship Credit

Candidates pursuing an EdD degree who have completed a dissertation or ministry project and hold a professional doctoral degree (DMin, DEdMin or similar) from an accredited institution may request credit for Integrated Mentorship (EDMN8301, EDMN8302 or EDMN8303).

1. The student should submit the Credit Request form to the EdD Office accompanied with a degree transcript and abstract of the project or dissertation. The project must reflect direct ministry experience during the project implementation.

2. The program director will confirm the project and ministry experience status using supporting documentation. EDOC will make the final decision. (Doctor of Education Oversight Committee) Credit will be granted upon completion of Senior Residency.

3. The student will be notified, in writing, of the decision. A copy of the request and decision will be sent to the Registrar.

Non-Degree Student

Students may apply to take one doctoral seminar as a non-degree student. An individual desiring non-degree status must apply as a non-degree student. Non-degree students may be admitted to one doctoral seminar provided they have met the GPA and the degree prerequisites. In addition, students must complete all prerequisites for the seminar. The EdD Oversight Committee must give a positive recommendation. The seminary is under no obligation to accept the credit earned by a non-degree student as credit toward any doctoral program should the student decide to apply for doctoral work at a later time.

Visiting Student

A student who is enrolled in a doctoral program at another accredited seminary, college, or university may enroll in doctoral seminars for credit or audit at New Orleans Baptist Theological Seminary as a visiting student. See requirements for visiting students under the Research or Professional Doctoral Programs in the NOBTS Graduate Catalog.

International Students

International applicants should follow the instructions in the International Students section of the NOBTS Graduate Catalog. The international student advisor for the seminary is the registrar. Applicants may contact him by email at international@nobts.edu. However, please note that Western Educational Services transcript evaluations for master's degrees must be course by course.

Probationary Admission

At the discretion of the Doctor of Education Oversight Committee (EDOC), applicants failing to meet the criteria may be considered for probationary admission.

Probationary enrollment will be considered primarily upon demonstration of evidence that the applicant's low GPA was due to extenuating circumstances. Probationary status will be evaluated until the EDOC is confident of the student's ability to meet academic requirements.

Denial of Admission

An applicant who is denied admission to the Doctor of Education program must wait at least one year to re-apply and must meet all requirements which have been implemented in the intervening time period.

Teaching and Research Assistantships

A limited number of teaching assistantships are available on a regular basis. Duties include grading and limited teaching opportunities. Interested persons should contact individual professors or the Doctor of Education director. Research assistantships are available as required by the research projects of the faculty.

Research Fellowships

NOBTS sponsors several research institutes, such as the Center for Discipleship and Ministry Leadership, the Baptist Center for Theology and Ministry, the H. Milton Haggard Center for New Testament Textual Studies, the Youth Ministry Institute, and the Leavell Center for Evangelism and Church Health. Employment opportunities are available for EdD students based on the needs of the research institutes. Interested persons may contact the directors of the various institutes. See the catalog for the full list of Institutes and Centers for Research and Ministry.

Financial Assistance

Financial aid is available for current and new NOBTS students. Interested persons should contact the Financial Aid Office directly at financialaid@nobts.edu.

Fees for Doctoral Students

Fees, effective August 1, each year, are listed in the Graduate Student Fees section of the NOBTS Graduate Catalog, available online. Students who are not members of Southern Baptist churches should note the fees for non-Southern Baptists. Transfer of Credit students may request the transfer of doctoral-level courses completed at another accredited institution prior to admission. Applicants who believe they qualify should contact the EdD program director during the application process.

General Policies

- All entering doctoral students in the EdD degree program must register for EDOC9301 Introduction to Educational Research and Writing during their first year in the program. **Students should take the workshop prior to the first seminar and must be taken before a second seminar.**

- All NOBTS students are given an institutional email address. The same login credentials will be used for your NOBTS email, Teams, Canvas, and your Student Portal. NOBTS will only communicate with you through your institutional email.
- The Doctor of Education degree program is a residential program with courses normally offered on the main campus. However, all seminars are available to distance students via Teams. Students should plan to spend minimally one full day in research weekly for each seminar. Thus, a student taking two seminars should be engaged in research minimally two full days weekly. Allocation of the necessary time in research is subject to review by the student's faculty mentor. A reduced course load may be recommended or required.

- No seminar grade below "B" (3.0) will count toward degree requirements. Students making a grade of "C" Will be placed on probation and must consult with their faculty supervisor. Two seminar grades of "C" or below will result in the student's dismissal from the doctoral program.

- Students may be required to remove deficiencies in their preparation by taking for-credit courses. In any case, students are encouraged to audit master's-level classes in their field.

- EdD students are expected to attend all class sessions at the scheduled meeting time. Students may drop an EdD seminar, reading seminars, or other course before the second class meeting. To drop a course, students must contact the registrar's office.

Administration of the Doctor of Education Program

Faculty

Responsibility for making policy decisions for doctoral programs rests with the faculty of the graduate school of the seminary. The faculty has responsibilities such as

- establishing standards for admission, candidacy, and graduation
- determining degree requirements
- recommending candidates for degrees
- establishing an annual calendar
- reviewing degree programs

Academic Leadership

The Academic Leadership Council has responsibility to consider and recommend to the faculty all matters involving the standards of instruction, the determination of requirements for degrees, testing programs, class schedules, and in general the formulation of the educational policy regarding doctoral programs.

Director of the Doctor of Education Program

The director of the EdD degree program is responsible for student advising, degree assessment, recruiting, and general administration. The director will lead the Doctor of Education Oversight Committee.

Doctor of Education Oversight Committee (EDOC)

The Doctor of Education Oversight Committee (EDOC) is composed of the director of the Doctor of Education program and the full-time Christian Education faculty with terminal professional or research doctorate degrees.

1. Administrative Responsibilities
    - Provide administrative oversight for the Doctor of Education program
    - Provide comprehensive and cohesive management of the students in the program from recruitment through graduation
    - Adjudicate recommendations concerning time extensions, inactive status, transfer of credits, terminations, etc.
    - Make programmatic and operational decisions relating to the Doctor of Education degree
    - Recommend significant policy changes in the Doctor of Education program
    - Implement and interpret existing policies regarding the doctoral program
    - Acknowledge withdrawals from the program
    - Acknowledge terminations from the program
    - Consider petitions and appeals from students in the programs
    - Approve directed study proposals
    - Refer Institutional Review Board (IRB) requests to the IRB committee
2. Prospectus Review

    Members of the EDOC represent the faculty in providing feedback on the research prospectus. This committee will review the prospectus and give feedback to the guidance committee as to whether or not the proposal shows promise of contribution to the academic discipline. In addition, the committee evaluates the prospectus to ensure that the student has appropriately addressed the relevant issues related to the proposal and adequately demonstrated the form and style required of a doctoral dissertation or writing project.

3. Review of IRB Requests

The Institutional Review Board (IRB) is a subcommittee of the Research Doctoral Oversight Committee (ReDOC) consisting of members teaching in areas that deal with human subject research. This subcommittee advises professors concerning educational exemptions from IRB review and evaluates proposed research with human subjects for degree of risk and protection of participants' rights, such as confidentiality and informed consent. If the IRB determines that the proposed research involves more than minimal risk, the full Research Doctoral Oversight Committee will review it. The research should not proceed without IRB approval. See Section III.I. Institutional Review Board for a detailed explanation of this process. The IRB request form is located on the EdD website.

Faculty Guidance

At the time of admission to the Doctor of Education program, the EdD director will serve as a resource person to the student concerning program matters and to guide the student through the first year. Students will be assigned a faculty supervisor at the end of their first year. The guidance committee will be assigned once a proposal has been submitted.

- A faculty supervisor will be assigned to provide direction, supervision, and evaluation of the student. The assigned faculty is charged with the responsibility of assuring the quality of the student's research and of upholding the high standards of both the institution and the field of research. The committee represents the faculty in its relationship to the student.

- After completion and submission of the preliminary research proposal the second committee member will be assigned.

- When the dissertation or writing project is formally submitted, the director appoints a third faculty member as a dissertation reader. The third member may be from outside the division of study. The student or the guidance committee may request that an external reader outside the NOBTS faculty be assigned as the third reader.

The faculty supervisor may advise or require the student to take (for credit or audit) certain doctoral seminars or master's-level courses in order that the student may gain a comprehensive foundation in the major field of study and be enabled to pursue quality research in the chosen discipline.

The committee conducts and evaluates the oral proficiency examination and the dissertation defense.

Navigating the Program

The Doctor of Education degree at New Orleans Baptist Theological Seminary is designed to prepare qualified students for teaching in colleges, universities, and seminaries; for holding administrative positions; for working in the boards, agencies, and commissions of the Southern Baptist Convention; and for providing specialized ministry leadership. The Doctor of Education degree program is designed to lead graduates to meet the following outcomes:

- Mastery of educational disciplines
- Graduate-level understanding of theological disciplines
- Capacity of engaging in administration, teaching, and research

There are no concentrations, but students are free to choose twelve hours of 9000-level seminars, 8000-level seminars or reading seminars as electives. EDMN83XX Integrated Mentorship is completed under the supervision of the faculty supervisor course and aligns with the student's vocational or ministry context.

A tracking sheet and program flow chart are provided on the Ed.D. website for students to track their progress in the program (https://www.nobts.edu/edd/program-materials.html).

General Practices

Academic Policies

Students should familiarize themselves with institutional academic policies. Adherence to the policies is a requirement, and consequences of violations are the responsibility of the individual student.

Learning Expectations

Doctoral students should demonstrate a level of self-motivation and commitment beyond that of master's students. A desire to excel in research, writing and presentations should be evident in each seminar. Students should exhibit professionalism in their scholarship and contribute to the field of Christian education.

Communication

Students should stay in contact with their supervisor or seminar instructor as they navigate the program and participate in seminars. If a student experiences any challenges fulfilling seminar requirements, communicate immediately with the seminar instructor.

Community of Learning

Research doctoral programs are intentionally designed to create and promote communities of learning within the body of scholars. Therefore, students are expected and encouraged to pursue and deepen personal and intellectual relationships in and outside the classroom. Students will enhance their experience with formal and informal conversations, extra classroom dialogue and social encounters before, during, and after seminars.

Housing

Students arrange their own housing. Housing is available on the New Orleans campus through the Providence Guest House for students at a discount. Reservations are required and should be made well in advance. In the case of special events, the Providence Guest House has a high occupancy. Contact the Providence Guest House at phdirector@nobts.edu or call 504-816-8178.

Meals

Meals are the responsibility of the student. Students are encouraged to share mealtimes with fellow students to promote relationships and enhance the community of learning. New Orleans is a popular destination for many reasons but paramount is the cuisine. Make arrangements to sample some of the great restaurants in the area. The Landrum Leavell Dining Hall is typically available for Fall and Spring semesters for breakfast and lunch. PJ's of NOBTS in the Luter Student Center has coffee, tea, soft drinks, and pastries.

Research and Writing

Seminar papers should be written according to the approved graduate style guide. Students are expected to use a substantial number of relevant resources in research papers. The citations should include books, professional journal articles, dissertations, and other credible sources. **It is encouraged to have two different sources per page count**. The nature and scope of the sources should be comprehensive in the field of study.

Discussion Boards

Dialogue in discussion boards may be required before or after a seminar. Be sure to communicate clearly, completely, and courteously in all posts.

Presentations

All seminars require formal presentation of research findings. Students should prepare visual and interactive presentations using a variety of educational methods. Creativity and contextual relevance are high values for such presentations. Proper dress is advised.

Peer Evaluation

Students are expected to review papers and presentations of all students in a seminar. Professors will assign students to evaluate specific or all other students depending on seminar enrollment. All members of the community of learning are to offer constructive criticism that

promotes learning and enhances research, writing, and presentation skills. Students should give and receive such criticism or evaluation with humility.

Professor Assessment

Professors will be the final arbiters of all grades, evaluations, and disputes in a seminar. The personal rights and academic interests of doctoral students are guarded closely by the instructional faculty. Professors often shoulder significant administrative and supervision responsibilities outside of the seminar. Patience and understanding should be granted.

Time Requirements

A minimum of one day per week should be allocated to research and writing for each seminar. Additional time may be required for formatting and presentation preparation. **Plan to allocate two hours of research and writing per page when preparing a paper.**

Tips for Success

Current and former students have submitted the following suggestions for finding success in the program and seminars.

- If possible, plan large blocks of time to read and write rather than small amounts of time which can lead to frustration and ineffectiveness. For example, plan to work from 7am to 7pm one day a week rather than two hours each evening.
- Decide a dissertation topic as early as possible so you can begin gathering sources.
- Establish a connection with an EdD/PhD veteran for assistance getting started. For example, ask him or her about margins, page numbering, footnotes, etc.
- Guidelines can be found on the EdD website.

Enrollment and Registration

Once accepted into the EdD program, a student should begin his or her program of studies and enroll for seminars in the next regular semester. Students must maintain enrollment each semester until the doctoral program is completed. If the student is not registered for a course, the student should enroll in Continual Enrollment, Inactive Status, or Program Delay. Failure to register and pay fees each semester will result in termination from the program.

All students in the doctoral program have full-time, active status. The Doctor of Education program follows the graduate policy for drop-add and withdrawal. Contact the registrar for any changes in registration.

Registration for the fall and spring semesters is required for each student. A late fee will be assessed for any student who does not register within the allotted registration period.

Continual Enrollment and Inactive Status

Students who are not registering for at least one seminar or workshop or who are not working on their dissertation must register for Continual Enrollment status. Students are allowed to register for Continual Enrollment status for two consecutive semesters. Students who expect to be out of the program for two or more semesters should request Inactive status from the EdD program. See Tuition & Fees. Registration for Continual Enrollment and Inactive Status is required for fall and spring semesters when needed.

Program Delay

Program Delay status is reserved for students in two stages of the program. First, students who have completed all course requirements, submitted a prospectus, passed the Oral Proficiency Exam, and await final approval of their prospectus should register for Program Delay. Second, students who have completed one year of writing (EDWC9600) and await the dissertation defense, final submission, or graduation are required to register for Program Delay. See Tuition & Fees.

Withdrawal

Students who are unable to fulfill the financial or time demands of doctoral work should withdraw from the program. Students may reapply after a one-year absence.

Termination of Doctoral Program

In consultation with the Associate Dean of Professional Doctoral Programs, the Student Life Office, and the EDOC committee, a student's program may be terminated before completion when circumstances dictate such action.

Reasons for Termination:

- Failure to maintain proper GPA.
- Failure to register.
- Failure to pay tuition and fees.
- Failure to be actively engaged in doctoral work.
- Failure to stay within program time limits.
- Failure to maintain ethical standards of NOBTS.
- Separation or divorce.
- Plagiarism (see NOBTS Student Handbook)

- Failure to attain candidacy by the last day of the 11th consecutive active semester of the Doctor of Education program is grounds for review and termination of the student's program.

Directed Study

A directed study provides a unique opportunity for a student to work one-on-one with a professor. A directed study proposal should be approved before or during the registration period for a semester. The Directed Studies form is located on the EdD website.

Registration Schedules

Registration for required seminars, program elements, and summer workshops and seminars is done through your student portal. Course schedules are available on the EdD website. Registration is required for both the fall and spring semester; summer is not required. A late fee will be assessed for any student who does not register within the allotted registration period.

Program Elements

Seminars and Workshops

During the residency stages, students will take the required seminars, electives, reading seminars, and other program elements which are scheduled on a two-year cycle. Elective seminars can be taken at the discretion of the individual student, depending on the plan of study and time considerations.

Teaching in Higher Education Exemption

Candidates pursuing an EdD degree who have a master's degree in education or Christian education that includes course work in teaching methods and learning theory and who have a minimum of five years teaching experience at the college level, may request exemption from Teaching in Higher Education.

1. The student should submit the Exemption Request form to the EdD Office accompanied with a transcript of related master's work, if it is not on file in the Registrar's Office, and a Teaching Evaluation form from an appropriate academic officer (validating and assessing the teaching experience.) After the student completes and submits the Exemption Request form, the EdD Office will send the appropriate academic officer the Teaching Evaluation form.

2. The program director will consult with the faculty teaching the course and will review the request and supporting documentation. The final decision will be made by EDOC.

3. The student will be notified, in writing, of the decision. A copy of the request and decision will be sent to the Registrar.

Plan of Study

The Plan of Study confirms your status in the EdD program and informs the EdD Oversight Committee of a possible dissertation topic and intent to begin research.

Preliminary Research Proposal

Students will submit a Dissertation in Professional Practice Proposal at the end of year 1 before completing EDOC9302 Research Models & Methods. The proposal should include a topic, rationale, and recommended methodologies for the study. Students are encouraged from the beginning of the program to identify a problem of practice as the focus of their dissertation. A problem of practice dissertation describes a challenge in educational practice, empirically investigates the challenge and/or test solution(s) to address the challenge, generates actionable implications, and appropriately communicates these implications to relevant stakeholders. Follow the submission guidelines.

Dissertation in Professional Practice Prospectus

In EDOC 9302 Research Models & Methods, students will refine the research topic and hypothesis, explore research methodologies, and initiate construction of a prospectus. The prospectus is essentially a "contract" between the student and faculty detailing the research to be conducted, written, and presented. The prospectus may contain no less than 25,000 words, unless otherwise authorized by the student's guidance committee.

ThM Portfolio

Students who successfully complete all required coursework may submit a writing portfolio to receive a ThM degree. The portfolio will demonstrate the student met the workload to earn a ThM.

Required coursework includes:

- Intro to Research & Writing (3 hours)
- 5 9000 Level Seminars (19 hours)
- Integrated Mentorship I (3 hours)
- ThM Portfolio (1 hour)

Students who received a stand-alone ThM prior to entering the EdD program are exempt and are not required to submit a portfolio. Students who do not have a ThM are required to submit a portfolio and receive the ThM. See the EdD website for more information on the ThM.

Oral Proficiency Exam

The oral proficiency examination is a two-hour examination scheduled after all seminars, supervised reading seminars, and any other required courses have been completed. Verification

must be received by the Doctor of Education Office, preferably one month but no later than two weeks before the exam. The EdD office will send the Teams invite to all who will be attending.

Dissertation in Professional Practice

The Dissertation in Professional Practice (DiPP) is the capstone component of the EdD program. The DiPP in EdD represents both research methodology and practical application. The submission should contribute uniquely to the field of education and specifically Christian education. Students should demonstrate a synthesis of seminar study and theological foundations. Likewise, students are expected to utilize research skills learned during the program. The final assessment of the candidacy stage is an evaluation of the written document and oral presentation of the findings.

Requirements. Doctoral candidates must write a document that demonstrates the candidate's ability to do independent and original research, mastery of a research methodology, competency to report logically the results of the research, expertise in presenting the research in acceptable style, and contribution to the academic discipline. The DiPP may contain no less than 35,000 words and no more than 85,000 words, unless otherwise authorized by the student's guidance committee.

The approval of research and writing topic goes through several stages:

- Approval of a research proposal by the guidance committee and the Doctor of Education Oversight Committee
- Completion of EDOC9302 Research Models & Methods
- Review and approval of a prospectus by the EdD guidance committee and the EdD Oversight Committee.
- The final product may be presented no less than four months after approval of a prospectus by the guidance committee. Students are required to use NOBTS Style guide and the latest edition of Turabian.
    - If the dissertation/writing project is rejected following an unsatisfactory defense and if the guidance committee looks with favor upon its resubmission, a period of three months must elapse before it may be presented again. The student would register as a writing candidate and pay full tuition.
    - If the document is rejected for form, style, and/or minor content reasons following a satisfactory defense and if the guidance committee looks with favor upon its re-submission, the written document may be presented again no sooner than two months after the defense and no later than two months prior to the anticipated graduation date.

One hard copy is required for the RDOC style reader. Appropriate graduation fees must be paid before the graduation rehearsal.

Dissertation Defense

Once the Dissertation in Professional Practice has been submitted to the Doctor of Education Office and the guidance committee has decided to allow a defense, the EdD Director will forward a copy of the dissertation to the external reader if applicable or assign a faculty reader (third member of the committee) and notify the student and Faculty Supervisor. A dissertation defense will be scheduled in coordination with Faculty Supervisor, readers, and the student.

The Faculty Supervisor should notify the Doctor of Education Office of the date, time, and location of the defense when it is scheduled. The EdD office will send the Teams invite to all who will be attending.

The oral defense is two hours in duration and deals with the research content and related subject matter. The defense is conducted by the guidance committee; however, any NOBTS faculty member may attend. The student's presence is highly encouraged at the dissertation defense.

The finalized, corrected DiPP must be submitted to their faculty supervisor and the EdD Administrative Assistant two weeks after the date of their defense.

Publication. Following the dissertation defense and upon completion of revisions, the student will upload the final corrected document to ProQuest. ProQuest publication guidelines should be followed. Instructions can be found on the EdD website under "Program Materials." The final document must be uploaded no later than two weeks before graduation.

Graduation

In order to graduate from the seminary, students must meet all academic requirements set forth in the catalog, settle all financial obligations to the seminary and library, and maintain high standards of moral and ethical conduct. The faculty or any appropriate committee of the faculty may at any time advise the president that a student evidences spiritual, ethical, emotional, psychological, or attitudinal deficiencies which in the judgment of the faculty disqualify the student for continued study at the seminary. The student may appeal this determination to the President. The decision of the President shall be final. Participation in graduation exercises is required of all students unless permission is granted to graduate in absentia.

Curriculum Map

Program Elements	**(12 hours)**
Introduction to Research and Writing	3 hours
Educational Research Models and Methods	3 hours
Educational Career and Context	2 hours
Teaching in Higher Education	3 hours
Oral Proficiency Exam	1 hour
Required Seminars	**(19 hours)**
History, Philosophy, & Theology of Christian Education	4 hours
Educational Psychology	4 hours
Higher Education Leadership/Christian School Leadership	4 hours
Discipleship and Spiritual Formation	4 hours
Readings in Ministry, Education, and Teaching	3 hours
Integrated Mentorship (choose one)	**(3 hours)**
Ministry Leadership	
Educational Leadership	
Teaching Pedagogy	
Electives (8000 or 9000 Level)	**(12 hours)**
A combination of 8000 or 9000 level seminars may be taken	
ThM	**(1 hour)**
ThM Writing Portfolio	1 hour
Dissertation	**(8 hours)**
Prospectus Approval	1 hour
Research and Writing	6 hours
Dissertation Defense	1 hour
Total Hours	**55 hours**

Refer to the catalog for a complete description of all workshops, seminars, and reading seminars.

Appendix

The Guidance Committee

Responsibilities

The Plan of Study confirms a student's status in the EdD program and informs the EdD Oversight Committee of a possible topic for a Dissertation in Professional Practice (DiPP) and his/her intent of research.

The responsibilities of the guidance committee include the following:

- Advise the implementation of the student's Plan of Study. The faculty supervisor will guide students in the selection, review, and application of resources necessary for the implementation of research and writing in the proposed topic.

- Oversee the formulation and writing of the candidate's proposal. The Faculty Supervisor approves the final proposal. After proposal approval, a second committee member will be assigned.

- Schedule and facilitate an oral proficiency examination at the completion of all seminars, reading seminars, and integrated mentorship. The exam should be scheduled after the approval of the research proposal. The exam must precede the final submission of a prospectus.

- Supervise the formulation and writing of the candidate's prospectus. The candidate should consult with their supervisor and second for advice on the dimensions of the study. It is the responsibility of the supervisor, in conjunction with the candidate, to submit to the committee members an approved prospectus.

- Refer the prospectus to the EdD Oversight Committee and represent the student's prospectus throughout the approval process.

- Direct the candidate in carrying out the approved study and closely supervise the writing of the dissertation.

- Recommend a third committee member for approval by the Doctor of Education Committee or provide advice and consent of a request by the student. If changes in the committee membership are desired, they must be approved by the faculty supervisor, and the supervisor must be duly notified.

- Schedule a final oral presentation and defense of the dissertation. This should not be scheduled until:
    a) the dissertation has been approved by the faculty supervisor and members; i.e., it meets minimum standards (fidelity to the prospectus,

conformity to Turabian style, readability, and accuracy of data presentation and analysis)

b) he/she feels the candidate is prepared to defend the dissertation.

Role of the Chairperson

The committee chairperson (Faculty Supervisor) represents the student to the guidance committee and the guidance committee to the student. All matters to be addressed by the guidance committee should be presented to the Faculty Supervisor.

Note that typically, the Faculty Supervisor will approve the chapters of the proposal (and the dissertation/writing project) before it is given to the committee members to read. However, each committee may decide how closely committee members will monitor and provide feedback on the writing of individual chapters and whether the document is read chapter-by-chapter or in its totality. The dissertation chair and committee should agree on this procedure as soon as possible.

Dissertation in Professional Practice Research Proposal Guideline

The research proposal is the student's first formal proposal to the guidance committee regarding the dissertation topic. As such, the research proposal should have a title page and be written with proper format. This document is **limited** to ten pages in length, not including the title page and bibliography.

1. Components of the Research Proposal

The research proposal should include the following components:

a) Problem of Professional Practice and Context

b) Research question

What research question will be answered because of this dissertation?

c) Thesis statement (research problem, purpose statement)

Set forth the goal of the research. This is the conceptual core of the dissertation. This is not the place to discuss methodology.

d) Literature search

The purpose of the search is to demonstrate the need for the dissertation research.

e) Importance of the study

Include a description of the importance of the proposal. What will this research contribute to academic discipline?

f) Methodology

Give a brief description of the methodology to be employed. Discuss the data needed and how they will be interpreted. Identify key issues that are relevant to the research methodology.

g) Initial bibliography

The initial bibliography should include key works that have been examined and indicate awareness of major works in the field of inquiry.

2. Approval of Research Proposal

The student should submit his/her research proposal to the Faculty Supervisor when ready to proceed. The guidance committee will review and approve the research proposal. A DiPP Proposal Evaluation Guide is available on the Doctor of Education website (www.nobts.edu). Students are advised to evaluate their work carefully in all of these areas prior to submission of the research proposal to the guidance committee.

3. Report of Decision

When a decision is made, the faculty supervisor should complete the Proposal Report form and submit it to the EdD Office.

Dissertation in Professional Practice Research Prospectus Guidelines

Guidance for the preparation of the prospectus is provided by the student's guidance committee. The document should be submitted to the Faculty Supervisor. The guidance committee will review the document and request and secure appropriate revisions in preparation for review by the Doctor of Education Oversight Committee and IRB. The student should present the prospectus to the guidance committee after the oral proficiency examination. After the guidance committee's satisfactory preliminary review of the prospectus, the student should submit a corrected digital copy of the prospectus to the Doctor of Education Office for review by the Doctor of Education Oversight Committee. The copy is due to the Doctor of Education Office no later than one week before the EdD Oversight Committee meeting.

Oral Proficiency Exam

1. Schedule and Application

When ready to take the oral proficiency examination, the student should submit the completed Application for Oral Examination (obtained by emailing the Doctor of Education Office or locating the form online at EdD Oral Proficiency Exam Application – Fill out form). The Administrative Assistant will then forward the application to the Doctor of Education director and the Faculty Supervisor. After the application has been approved by the Doctor of Education director and the Doctor of Education Oversight Committee, the faculty supervisor will schedule the examination with the other members of the guidance committee and the student. Although the examination is conducted by the guidance committee, the examination is open to all NOBTS faculty. The location of the examination is arranged by the Administrative Assistant in conjunction with the faculty supervisor, who is then responsible to communicate both the exact time and place to the student, the other member of the guidance committee, the Doctor of Education director, and the Doctor of Education Oversight Committee.

2. Development and Content

In consultation with the other members of the guidance committee and other faculty as necessary, the faculty supervisor will develop and lead the oral proficiency examination. In general, the examination addresses the content of all course work in both major and minor fields and related background material as deemed appropriate by the guidance committee. The content of the oral proficiency examination varies somewhat among the various areas of study; thus, the student should consult the faculty supervisor concerning preparation for the examination and materials to be brought to the examination.

3. Evaluation

The examination is evaluated by the guidance committee immediately following the two hours of testing. The evaluation is based on the student's overall knowledge of the field with respect to both breadth and accuracy; ability to maintain engaging dialogue on themes in the field; proficiency in communicating logically and clearly; and an understanding of major and divergent theories, developments, or methods in the field. The faculty supervisor will communicate the outcome of the examination to the student in the presence of the other members of the guidance committee immediately following the examination and a brief period of reflection by the guidance committee.

The results of the examination are reported by the faculty supervisor to the Doctor of Education director and the Doctor of Education Office on the Oral Proficiency Examination Report form, the results will then be communicated to the registrar. The examination is graded on a pass/fail basis and carries one semester hour of credit upon successful completion.

A student who does not pass the oral proficiency examination may be given one additional opportunity upon the recommendation of the guidance committee and division of study and the approval of the Doctor of Education Oversight Committee. A second failure will result in the

student's termination from the Doctor of Education program. Upon passing the oral proficiency examination, the student is admitted to the candidacy stage of the EdD program. After the student passes the oral proficiency examination, the student must maintain enrollment by registering for the Writing Candidate for the remainder of the program following their prospectus. If the student is awaiting prospectus approval, they may register for Continual Enrollment.