



# Ph.D. Dissertation Manual

for  
Students and Instructors  
of  
Amridge University

August 2015

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## **PURPOSE OF THE MANUAL**

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Published words become a permanent part of the public domain. Long after a student has graduated, his or her written work continues to represent her or his scholarship. Therefore what one writes becomes an original contribution to the literature in one's field of study. A student must not plagiarize or otherwise misuse what others have written. Amridge University puts great value on research and well-written dissertations. Like any other major university, Amridge insists that all written materials emanating from the University follow a uniform style.

This manual provides the researcher and the dissertation committee a common basis from which to proceed in researching and writing the dissertation. One's dissertation should demonstrate his or her knowledge of the field, ability to conduct advanced research, organizational skills, and competence in both oral and written presentation. The dissertation should be used as a tool to ascertain and dispense truth independent of one's desired results.

The contents of this manual are selected primarily from policies and procedures in the academic catalog and other sources. Efforts will be made to keep this manual up-to-date with university policies and requirements. However, the user of this manual should be aware that the current Amridge University Academic Catalog is the most accurate source of university policy and, should policies in the academic catalog differ from this manual, the policies in the catalog will take priority.

In the process of writing a dissertation, the researcher may use many resources such as people with knowledge of the subject and aids such as computer software, but the student ultimately bears the responsibility to defend his or her work and own it as intellectual property. A good dissertation enables the student to obtain a terminal degree -- an accomplishment which relatively few people can claim.

## **THE DISSERTATION**

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The doctoral dissertation at Amridge University is a formal, written document that is accepted for partial fulfillment of a doctoral degree program. The doctoral dissertation presents an original, substantial and scientific investigation of a subject.

The doctoral dissertation demonstrates the student's ability to:

1. Analyze and synthesize the pertinent literature on a subject;
2. Identify, select and verbalize a researchable hypothesis or intellectual proposition;
3. Design and implement a scientific investigation;
4. Analyze the results of the investigation and draw supported conclusions;
5. Develop a written report of the study that meets standards of the profession and presents original information to professionals in the field.

## **BEFORE BEGINNING THE DISSERTATION**

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Before beginning the dissertation the student should have a general understanding of the dissertation purpose, standards and required procedures. The student must be eligible to begin the dissertation and must have a dissertation committee appointed. The student must develop the dissertation through a series of dissertation module courses and must receive approval from the institution review board prior to beginning data collection.

## **GENERAL PROCEDURES FOR THE DISSERTATION PROCESS**

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The general procedures for the dissertation process are listed here. More detailed information on the various items follows.

1. Complete all required courses for the degree program; (See academic catalog for specifics.)
2. Pass the qualifying examination for the degree program; (See academic catalog for specifics.)
3. Achieve “Candidacy Status”; (See **ELIGIBILITY TO BEGIN DISSERTATION**, page 5.)
4. Have a dissertation committee appointed; (See page 5 for specifics.)
5. Receive approval from the dissertation committee for the preliminary dissertation research plan;
6. Conduct the literature review under the guidance of the dissertation committee;
7. Receive approval from the dissertation committee for the dissertation research plan;
8. Develop the dissertation following the appropriate writing style manual;
9. Receive approval from the Institutional Review Board (see page 5) for the preliminary dissertation research plan. This approval is required to complete dissertation module two. (See **APPENDIX I, INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL FORMS**, and consult IRB Manual for specifics.)
10. Complete the four module levels in sequence following the appropriate writing style manual; (See Appendices III and IV for specific requirements for each dissertation module.) (See **APPENDIX II, ALLOWED GRADES FOR DISSERTATION MODULE COURSES**.)
11. Receive approval from the Dissertation Committee for the completed written dissertation. Defend the dissertation orally. (See **DEFENDING THE COMPLETED DISSERTATION**, page 9.)
12. Comply with all requirements for acceptance by the university library. (See **APPENDIX VII, SUBMITTING THE COMPLETED DISSERTATION**.)

## **DISSERTATION PROCESS**

Dissertations represent the student, the faculty and the University. Dissertations are to meet high standards to be approved. The dissertation approval process involves a series of steps. The following steps are to be observed. These procedures are to be presented to the student within the dissertation course syllabi. The student’s dissertation committee is responsible for assessing the subject content, the research design, the research implementation, the research analysis and reporting of the results.

In general, the student submits materials for the dissertation chairperson to review. The dissertation chairperson may react to them and have the student modify them; or the dissertation

chairperson may submit them to the dissertation reader for reactions. In some cases the dissertation chairperson may seek input from the dissertation secretary regarding form, structure or grammar.

### **ELIGIBILITY TO BEGIN DISSERTATION**

The student must achieve “Candidacy Status” prior to enrolling in a Dissertation Module. The Amridge University Academic Catalog provides the requirements for achieving “Candidacy Status.”

### **DISSERTATION COMMITTEE APPOINTMENT**

The dissertation is developed by the student with the advice, guidance and approval of the dissertation committee. The dissertation committee is composed of the student, a chairperson, one or more readers, and the dissertation secretary. The dissertation committee is appointed by the Dean of the school **and approved by the Vice President of Academic Affairs. The student is responsible for requesting that the dean appoint the dissertation committee.** The student, in consultation with the dean, may request that specific individuals be appointed as chairperson or as dissertation reader.

### **DISSERTATION MODULES**

The dissertation is to be completed through a sequence of four dissertation module courses. The sequence may also include module continuation courses. A Research Dissertation Module First Continuation course and a Research Dissertation Module Second Continuation course are available for each module course level if the student does not complete all requirements for a given module in one semester.

The student must successfully complete the dissertation modules course levels (I, II, III, and IV) in sequence. The student must receive a grade of P (Pass) for a module course (either the original module course or the first continuation module course or the second continuation module course) to be eligible to enroll in the next level module course in the sequence.

### **REQUIRED INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL**

The dissertation research plan must be approved by the Amridge University’s Institutional Review Board (IRB) prior to initiation. The primary purpose of the IRB is to insure that the use and treatment of human subjects participating in research at this University is ethical and in compliance with established standards.

Although the researcher is ultimately responsible for the ethical treatment of human subjects, it is the policy of Amridge University that all students conducting dissertation or thesis research must present their research plans by completing the necessary forms provided by the IRB and obtain approval from the IRB before commencing their projects or beginning data collection. Students should seek approval through their dissertation or thesis committee chairperson. IRB approval is necessary for the student to receive a passing grade for Dissertation Module II. Forms for requesting IRB approval for dissertation research are presented in **APPENDIX I, INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL FORMS.**

## **REQUIRED CONTINUOUS ENROLLMENT**

After beginning the dissertation the student must enroll in a dissertation module course or dissertation module continuation course each semester until completion of the dissertation. The dissertation modules must be completed in sequence.

A student who fails to enroll in a dissertation module course in a succeeding semester, without prior approval from the Appeals Committee, will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program. The Appeals Committee shall consult with the Vice President of Academic Affairs in considering the appeal.

## **DISSERTATION COMMITTEE MEMBER RESPONSIBILITIES**

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The responsibility of the dissertation committee is to provide academic and professional guidance to the student. The dissertation committee is appointed for each student entering the dissertation stage of the doctoral program. The dissertation committee includes the Dissertation chairperson, the dissertation reader and the dissertation secretary.

## **STUDENT**

The student is responsible for his or her dissertation. This includes registering for the correct dissertation course, selecting the dissertation topic, conducting the literature review, designing the research plan, obtaining necessary approvals, executing the research plan, writing the dissertation, obtaining approval for each module, defending the dissertation, and fulfilling all dissertation completion processes.

## **DISSERTATION CHAIRPERSON**

The dissertation chairperson is the leader and coordinator of the dissertation committee. The dissertation chairperson provides advice and reactions to the student's ideas and materials. The dissertation chairperson communicates to the students the directions and decisions of the committee. The dissertation chairperson considers both the technical content and the written form of the student's presentations. The dissertation chairperson decides when to bring in the dissertation reader for suggestions and reactions during the planning and development stages.

## **DISSERTATION READER**

The dissertation reader reads, evaluates, and provides written reactions to each dissertation module as it is presented. The dissertation reader provides assessment and advice regarding subject matter content.

## **DISSERTATION SECRETARY**

The dissertation secretary is responsible for assessing the quality of the written product based on standards of grammar, sentence structure, and the appropriate writing style manual. The dissertation secretary checks each dissertation module against university standards. The dissertation secretary provides ideas and reactions when requested by the dissertation chairperson.

## **DISSERTATION COMMITTEE MODULE REVIEW AND APPROVAL PROCESS**

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Dissertations represent the student, the faculty and the University. Dissertations must meet high standards in order to be approved. The dissertation committee reviews, evaluates, offers suggestions, identifies errors and generally offers guidance regarding the courses material submitted by the student for the dissertation module. The chairperson leads the committee in assessing the submitted material based on the requirements for the dissertation course.

Communication among the dissertation committee members, including the student, is conducted primarily via the Internet and telephone. When the student registers for the first dissertation module, the student is placed into a Blackboard course. The dissertation chairperson, reader and secretary are also placed into that course to facilitate communication within the committee. The committee will remain in the course as long as the student is working on the dissertation. The student is to submit the dissertation module materials to the dissertation committee via email. The dissertation chairperson, with input from the committee, is responsible for assigning the grade for the module. A module will not be approved until the specific requirements for the module are completed. The specific requirements for each allowable grade are specified for each module in **APPENDICES III and IV**.

Once the student, the dissertation chairperson and reader are satisfied with the module, the dissertation chairman completes the first portion of the Dissertation Module Approval and Claim Form and sends it along with the dissertation module to the dissertation secretary for review and approval. The dissertation secretary is responsible for assessing the quality of the written product based on standards of grammar, sentence structure, and the appropriate writing style manual. The dissertation secretary may approve the material or may return the material for corrections or completions. Once the dissertation secretary is satisfied with the quality of the module he or she signs his or her name in the Dissertation Module Approval and Claim Form and returns the form and the module to the dissertation chairperson.

The dissertation chairperson sends the approved module along with the completed Dissertation Module Approval and Claim Form to the Dean of the school. The Dean of the school is responsible for assessing the quality of the written product based on standards of the school. The Dean of the school is also responsible for checking the module grade against the requirements for the module. Once the Dean of the school is satisfied with the quality of the module, the Dean initials approval on the Dissertation Module Approval and Claim Form and sends the form and the dissertation module to the Vice President of Academic Affairs. The Dissertation Committee is responsible for assessing the quality of the written product based on standards of the University. Once the Dissertation Committee is satisfied with the quality of the module, the Chairperson signs the Dissertation Module Approval and Claim Form. For Modules I through III, the Vice President of Academic Affairs sends the completed form to the University's Business Office. For Module IV, the Vice President of Academic Affairs sends the completed form to the University's Business Office after receiving certification from the Head Librarian that all requirements for submission of the dissertation have been met. The Business Office then processes payment to the dissertation chairperson, reader and secretary.

## **ALLOWED GRADES**

The grades that are allowed for a module course vary depending on the specific course. For each module level, the grades of P (Pass), IP (In Progress) and F (Fail) are allowed in the original dissertation course and the first continuation course. For each module level, the grades of P (Pass) and F (Fail) are allowed in the second continuation course.

For each module, grading guidelines are established in terms of specific content requirements. The requirements for each allowed grade for each dissertation module course are presented in **APPENDIX II, ALLOWED GRADES FOR DISSERTATION MODULE COURSES**.

## **MODULE GRADE REQUIREMENTS**

The dissertation module must meet the requirements for the specific module course. The requirements for the dissertation module course are presented in **APPENDICES III and IV**, as two major groupings:

**Dissertation Module Course Requirements** (presented on pages 19-25) **for:**

*Doctor of Philosophy in Biblical Studies* (Old Testament Concentration)

*Doctor of Philosophy in Biblical Studies* (New Testament Concentration)

AND

**Dissertation Module Course Requirements** (presented on pages 26-37) **for:**

*Doctor of Philosophy in Marriage and Family Therapy*

*Doctor of Philosophy in Professional Counseling*

## **DISSERTATION PLANNING**

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Planning the dissertation is extremely important and crucial to the successful completion of the dissertation experience. The student should consult colleagues, faculty and the literature in planning the process.

## **REQUIRED WRITING STYLE MANUALS**

The writing style manual for the School of Human Services is the *Publication Manual of the American Psychological Association (APA Manual)*, latest edition. The writing style manual for the Turner School of Theology is the *Chicago Manual of Style*, latest edition. Students in the Turner School of Theology are also encouraged to use the *Society of Biblical Literature (SBL) Handbook of Style* for a more complete listing of examples and details. These manuals may contain guidelines that are not applicable to the preparation for publication of a final document such as a dissertation. Where there are differences, the committee will resolve these by using either the local rules for writing outlined in the following section, or interpretations of the appropriate manual and its intent with the best communication of the research as its guiding principle. It is the student's responsibility to become familiar with the appropriate Manual, and to make sure that anyone assisting in the typing of the document follows the rules of the Manual. The manuals also include directions for the reporting of numbers, construction of tables and figures, structure of headings, use of sexist terms, preferred language, and the expression of ideas or writing style suggestions. Writing for research or publication demands a new level of dedication and compliance to rules, and, in order to be acceptable by publishers of professional



literature, the student must demonstrate this ability. The committee must be able to focus on the substantive content of the dissertation without spending valuable time looking for infractions of these rules.

### **PREPARING THE DISSERTATION FOR SUBMISSION TO THE LIBRARY**

The primary references for the writing of the dissertation is the style manual previously specified. However, Amridge University has adopted several rules to simplify certain aspects of the style manuals, tailor the document to the publication requirements of the University, and alleviate some confusion with interpreting potentially conflicting directions. The student must always start with the appropriate style manual, check the local rules that **may** supersede it, and then follow the advice of the committee chairperson before including any deviation from conventional guidelines for writing. University rules specifically address: Style, Printing, Binding and Microfilming, and Pagination. These specific requirements are presented in **APPENDIX V, AMRIDGE UNIVERSITY RULES FOR PREPARING THE DISSERTATION FOR SUBMISSION TO THE LIBRARY.**

### **DEFENDING THE COMPLETED DISSERTATION**

The student must **successfully defend his or her doctoral dissertation** before an examining committee **which includes the dissertation committee and the Dean of the School, and which may include other faculty members.** This defense will take place on **the main campus of the University in** Montgomery, Alabama, at a time set by the examining committee. The procedures for the defense are presented in **APPENDIX VI, DISSERTATION DEFENSE PROCEDURES.**

### **SUBMITTING THE COMPLETED DISSERTATION TO THE LIBRARY**

The student becomes eligible to complete the degree program and to be graduated from the University only after the dissertation is accepted by the library (Southern Christian University Library of Amridge University). Requirements for submitting completed dissertations to the library are presented in **APPENDIX VII, SUBMITTING THE COMPLETED DISSERTATION.**

## **LIST OF APPENDICES**

<b>APPENDIX NUMBER</b>	<b>APPENDIX TITLE</b>	<b>PAGES</b>
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**APPENDIX I**  
**INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL FORMS**

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**Claim of IRB Exemption**

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Many research projects involve studying people but are exempt from IRB review. In some cases, these projects are exempt because the interview subjects –as human beings –are not the subject of the inquiry. Instead, the project deals with the public role of these individuals. In other cases, the questions being asked are simply not sensitive, and we can reasonably claim that the research does not pose a risk of harm to subjects. If you believe that your research project is exempt from IRB review, please elaborate on your claim below.

*In submitting this form, you are asking the appropriate IRB representative to grant your project an exemption from IRB review. The researcher cannot make the determination herself or himself.*

**Principal Investigator:**

**Title of Project:**

**Brief Summary of Project Research Question:**

**Brief Summary of Research Design:**

Justification for Exemption: Federal law lists the following forms of research as exempt from IRB review (please indicate all that apply):

- Research is on educational methods or evaluation in a normal educational setting.
- Research involves tests, surveys, or observations of public behavior without collecting any information to identify the subjects.
- Research involves no sensitive information (i.e., no physical, psychological, or social harm would come to the subject if he or she were identified with the information collected).
- Research involves public (elected or appointed) officials in their public roles.
- Research involves publicly available information or documents.
- Research involves the collection or study of existing data, documents, records AND the information is recorded by the investigator in such a manner that the subjects cannot be identified, directly or through identifiers linked to the subjects.
- Research or demonstration projects evaluate, or otherwise examine public benefit or service programs.
- Research involves taste and food quality consumer acceptance studies of wholesome food.

All the human subjects' components of the research design fall into at least one of the above exempt categories.       **Yes**     **No**

IRB Chairperson or other IRB representative:

The proposed research is / is not exempt from IRB review.

Signature:

Name:

Date:

## APPENDIX I, continued IRB APPROVAL FORMS

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### EXAMPLES

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Research is on educational methods or evaluation in a normal educational setting.

*You might introduce a “pre-test” teaching methodology in one section and compare the final exam test scores of students in another section (those not in the pre-test section).*

Research involves tests, surveys, or observations of public behavior without collecting any information to identify the subjects.

### IRB Exemption

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You can observe and record how people passing a homeless person on a Birmingham street react to him or her.

- Research involves no sensitive information (i.e., no physical, psychological, or social harm would come to the subject if he or she were identified with the information collected). **Example:** You can ask people which brand of toothpaste they prefer and why.
- Research involves public (elected or appointed) officials in their public roles. **Example:** You can ask the President how a particular international incident affects the ability to govern.
- Research involves publicly available information or documents. **Example:** You can use Washington Post reports of leaks from the Kenneth Starr investigation.
- Research involves the collection or study of existing data, documents, records AND the information is recorded by the investigator in such a manner that the subjects cannot be identified, directly or through identifiers linked to the subjects. **Example:** You have access to data someone else has collected, and all demographics that would provide unique identifiers have been stripped.
- Research or demonstration projects evaluate, or otherwise examine public benefit or service programs. **Example:** You can accept a contract from the USDA to set up a demonstration project to test a new model for delivering WIC benefits.
- Research involves taste and food quality. **Example:** You can cite consumer acceptance studies of wholesome food.

### Design of an Informed Consent Form

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A properly constructed Informed Consent Form must cover the following points:

1. A statement of the general purpose of the seminar should be provided.
2. The invitation to participate must be stated, including how and why these subjects were selected.
3. A description of the protocol, in understandable language, should be given and should include the purpose, how long it will take, and frequency (e.g. one day, once per week for 10 weeks, etc.)
4. Confidentiality must be maintained. If data obtained will be made available to any person or organization other than the subjects, the investigator must inform subjects as to whom information will be furnished, the purpose of the disclosure, and the nature of the information to be furnished. Data such as tape recordings, photographs, videotapes, and movies require special attention. The subjects must be fully informed as to who will see what use will be made of the information, and how and when such information will be

**APPENDIX I, continued**  
**IRB APPROVAL FORMS**

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destroyed. In most cases a subject will be given an ID number, and his or her name will not appear in the paper.

5. Inform the subjects that they are free to withdraw their consent and discontinue participation in the study at any time without prejudice.
6. Offer to answer any inquiries concerning the study. Provide the name and telephone number or address of the person whom the subjects can contact.
7. The following statement is required on all consent forms, as shown, in CAPS:  
**YOU ARE MAKING A DECISION WHETHER OR NOT TO PARTICIPATE. YOUR SIGNATURE INDICATES THAT YOU HAVE DECIDED TO PARTICIPATE AFTER HAVING READ THE INFORMATION PROVIDED ABOVE.**
8. Obtain appropriate signatures. Ordinarily you will need to provide space for the date and time of the seminar, the subject's signature, and, if desired, the investigator's signature. **A COMPLETE CHECKLIST, WITH EXAMPLES, IS PROVIDED IN THE "GUIDELINES FOR INVESTIGATORS."** YOU SHOULD CONSTRUCT YOUR CONSENT FORM WITH CAREFUL ATTENTION TO THE ELEMENTS OF INFORMED CONSENT TO AVOID DELAYS IN REVIEWING YOUR RESEARCH PROPOSAL. If you have questions concerning informed consent, you should contact IRB Chairperson, 1200 Taylor Road, Amridge University, Montgomery, AL, 36117: 1-800-351-4040.

**APPENDIX I, continued  
IRB APPROVAL FORMS**

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In most cases, the following sample format will meet the requirements of informed consent.

*SAMPLE*

*SAMPLE*

**Letterhead Stationary from Appropriate Department  
INFORMED CONSENT  
FOR  
(Title of Study)**

You are invited to participate in a (workshop/seminar) of (state what is being studied). We hope to learn (state what the study is designed to investigate). You were selected as a possible participant because (state how and why the subject was selected).

If you agree to participate, you will be told by (name investigators and associates, if any) (describe procedures to be followed, include purposes, how long they will take and their frequency.) (Estimate the total time required of the participant. Describe protocol and participation requirements. Describe benefits reasonably expected.)

Any information obtained in connection with this study that can be identified with you will remain confidential and will be disclosed only with your permission. If you give your permission by signing this document, what is learned will be included in a dissertation written by this researcher. Your name will not appear in the dissertation.

Your decision as to whether or not to participate will not jeopardize your future relations with this researcher. Further, you may discontinue participation at any time. If you decide later to withdraw from the study, you may also withdraw any information that has been collected from you or about you (if you are collecting identifiable information.)

If you have any questions, please ask your seminar leader. If you have additional questions later, (state name and give telephone number or address) your leader will be happy to answer them. A copy of the form will be filed in the researcher's office until the project is completed.

**YOU ARE MAKING A DECISION WHETHER OR NOT TO PARTICIPATE. YOUR SIGNATURE INDICATES THAT YOU HAVE DECIDED TO PARTICIPATE AFTER HAVING READ THE INFORMATION PROVIDED ABOVE.**

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**Date**

**Time**

**Subject's signature**

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**Witness**

**Investigator's signature**

**APPENDIX I, continued**  
**IRB APPROVAL FORMS**

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Please provide the IRB with the following information:

1. **Purpose of the study**
2. **Subject Population**
3. **Experimental Methods and Design**
4. **Risks**
5. **Precautions**
6. **Benefits**
7. **Confidentiality**
8. **Location of Experiment**
9. **Duration of Study**
10. **Source of Funds**
11. **Attach the Informed Consent Form You Plan to Use for Your Project**

**APPENDIX I, continued  
IRB APPROVAL FORMS**

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**AMRIDGE UNIVERSITY  
PROTOCOL FOR RESEARCH INVOLVING HUMAN SUBJECTS**

**PROJECT TITLE** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR** \_\_\_\_\_

**CO-INVESTIGATOR** \_\_\_\_\_

**FACULTY ADVISOR** \_\_\_\_\_  
(If applicable)

**SIGNATURES:**

\_\_\_\_\_

<b>Co-Investigator</b>	<b>Date</b>	<b>Principal Investigator</b>	<b>Date</b>
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\_\_\_\_\_

<b>Faculty Advisor (if applicable)</b>	<b>Date</b>	<b>Department Head</b>	<b>Date</b>
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**Information contained in the IRB Approval Form**



IRB APPROVAL FORMS

AMRIDGE UNIVERSITY  
INSTITUTIONAL REVIEW BOARD

Research Plan Approval

The research plan of Principal Investigator \_\_\_\_\_

Titled \_\_\_\_\_ is approved by

the Amridge University Institutional Review board.

Date \_\_\_\_\_

IRB Co-chairperson \_\_\_\_\_

IRB Co-chairperson \_\_\_\_\_

Approval category (Check one)

Research plan exempt from IRB board review (Approved by IRB Chairperson)

Research plan and instruments meet IRB standards (Approved by IRB Board)

**(Any changes to the research design after the date of this Approval must be submitted to the IRB for approval.)**

The IRB approval is not intended as an endorsement of the soundness of the research, the merits of the research design, nor the contributions of the research to the larger scientific literature. Rather, the Institutional Review Board is charged with evaluating a project's compliance with ethical standards in regard to issues such as informed consent, confidentiality, use of deception, and potential risk to participants.

**Note**

Students conducting dissertation research must submit this Approval Form to the Dissertation committee when Dissertation Module II is presented for approval.

**APPENDIX II**  
**ALLOWED GRADES FOR DISSERTATION MODULE COURSES**

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Allowable Grades for a Dissertation Module course are:

- P for pass if all requirements of the module have been met,
- IP for In Progress if satisfactory progress, as specified below, has been made but not module requirements have been met, or
- F for failure if satisfactory progress has not been made.

The IP for a Dissertation Module course is a permanent grade. Students receiving a grade of IP on a dissertation module must register for and pay tuition and fees for the appropriate Dissertation Module First Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this course.

Allowable Grades for a Dissertation Module First Continuation course are:

- P for pass if all requirements of the module have been met,
- IP for In Progress if satisfactory progress, as specified below, has been made but not all module requirements have been met, or
- F for failure if satisfactory progress has not been made.

Students receiving a grade of IP on Dissertation Module First Continuation course must register for and pay tuition and fees for the appropriate Dissertation Module Second Continuation course to complete requirements for the dissertation module. Tuition and fees, including the Dissertation Lab Fee, will be charged for this credit course.

Allowable Grades for a Dissertation Module Second Continuation courses are:

- P for pass if all requirements of the module have been met, or
- F for failure if all requirements of the module have not been met.

A student who receives a grade of F for any dissertation module course, dissertation module first continuation course or dissertation module second continuation course will be removed from the program. An individual so removed from the program may submit an appeal to the Appeals Committee for consideration of readmission to the program. The Appeals Committee shall consult with the Vice President of Academic Affairs in considering the appeal.

**APPENDIX III**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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**Dissertation Module Course Requirements for**  
**Doctor of Philosophy in Biblical Studies (Old Testament Concentration) and**  
**Doctor of Philosophy in Biblical Studies (New Testament Concentration)**

**Requirements for Dissertation Module Courses**

The following outline identifies basic content requirements for the dissertation modules. The Dissertation committee may prescribe additional requirements for any or all modules.

Dissertation Module Requirements are presented in three parts:

**[Part One] Grading Requirements for Dissertation Module Courses**

**[Part Two] Grading Requirements for Dissertation Module First Continuation Courses**

**[Part Three] Grading Requirements for Dissertation Module Second Continuation Courses**

**[Part One] Grading Requirements for Dissertation Module Courses**

Allowable grades: P (Pass), IP (In Progress), F (Fail)

**Module I Course:**

**RB 9391 – Research Dissertation in Biblical Studies Module I (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Write and submit a proposal that is accepted by the dissertation committee;
2. Submit an approved bibliography;
3. Unless it is not demanded by the topic, complete a first draft of a review of all literature on the subject. Alternatively, submission of a significant first draft of an early chapter of the dissertation; and
4. Fulfill additional requirements from the dissertation committee.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**APPENDIX III, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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**Module II Course:**

**RB 9392 – Research Dissertation in Biblical Studies Module II (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete the first drafts of further chapters which will comprise approximately half of the final dissertation;
2. Receive approval from the IRB for the research plan; and
3. Fulfill additional requirements from the dissertation committee.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**Module III Course:**

**RB 9393 – Research Dissertation in Biblical Studies Module III (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete first drafts of all chapters except possibly the introduction and conclusion; and
2. Complete additional requirements from the dissertation committee.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**APPENDIX III, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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**Module IV Course:**

**RB 9394 – Research Dissertation in Biblical Studies Module IV (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Finalize all research and all chapters of the dissertation;
2. Rewrite all chapters to the satisfaction of the dissertation committee;
3. Prepare for and make the oral defense of the dissertation;
4. PhD students must submit and defend the final version of the student's Biblical Doctrines Position paper initiated in the course FD 9300.
5. Complete additional requirements from the dissertation committee; and
6. Secure acceptance of the dissertation by the Head Librarian.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**[Part Two] Grading Requirements for Dissertation Module First Continuation Courses**

Allowable grades: P (Pass), IP (In Progress), F (Fail).

**Module I First Continuation Course:**

**RB 9395 – Research Dissertation in Biblical Studies Module I First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Write and submit a proposal that is accepted by the dissertation committee;
2. Submit an approved bibliography;
3. Unless it is not demanded by the topic, complete a first draft of a review of all literature on the subject. Alternatively, submit a significant first draft of an early chapter of the dissertation; and
4. Fulfill additional requirements from the dissertation committee.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**APPENDIX III, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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**Module II First Continuation Course:**

**RB 9396 – Research Dissertation in Biblical Studies Module II First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete first drafts of further chapters which will comprise approximately half of the final dissertation;
2. Complete additional requirements from the dissertation committee; and
3. Receive approval from the IRB for the research plan.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**Module III First Continuation Course:**

**RB 9397 – Research Dissertation in Biblical Studies Module III First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete first drafts of further chapters which will comprise approximately half of the final dissertation;
2. Complete additional requirements from the dissertation committee;
3. Complete first drafts of all chapters except possibly the introduction and conclusion; and
4. Fulfill additional requirements of the dissertation committee.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**APPENDIX III, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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**Module IV First Continuation Course:**

**RB 9398 – Research Dissertation in Biblical Studies Module IV First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Finalize all research and all chapters of the dissertation;
2. Rewrite all chapters to the satisfaction of the dissertation committee;
3. Prepare for and make the oral defense of the dissertation;
4. Submit and defend the final version of the student's Biblical Doctrines Position paper initiated in the course FD 9300; and
5. Secure acceptance of the dissertation from the Head Librarian.

Requirements for grade of IP (In Progress):

If a student does not fulfill all requirements for a module for a grade of P (Pass), a grade of IP (In Progress) may be assigned only if the dissertation committee concludes that significant progress has been made in completing the requirements for a P in the module.

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**[Part Three] Grading Requirements for Dissertation Module Second Continuation Courses**

Allowable grades: P (Pass), F (Fail).

**Module I Second Continuation Course:**

**RB 9385 – Research Dissertation in Biblical Studies Module I Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Write and submit a proposal that is accepted by the dissertation committee;
2. Submit an approved bibliography;
3. Unless it is not demanded by the topic, complete a first draft of a review of all literature on the subject. Alternatively, submission of a significant first draft of an early chapter of the dissertation; and
4. Fulfill additional requirements from the dissertation committee.

Requirements for a grade of IP (In Progress):

The grade of IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**APPENDIX III, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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**Module II Second Continuation Course:**

**RB 9386 – Research Dissertation in Biblical Studies Module II Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete first drafts of further chapters which will comprise approximately half of the final dissertation;
2. Complete additional requirements from the dissertation committee; and
3. Receive approval from the IRB for the research plan.

Requirements for a grade of IP (In Progress):

The grade of IP is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**Module III Second Continuation Course:**

**RB 9387 – Research Dissertation in Biblical Studies Module III Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete first drafts of all chapters except possibly the introduction and conclusion; and
2. Fulfill additional requirements from the dissertation committee.

Requirements for a grade of IP (In Progress):

The grade of IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P will result in a grade of F (Fail).

**Module IV Second Continuation Course:**

**RB 9388 - Research Dissertation in Biblical Studies Module IV Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Finalize all research and all chapters of the dissertation;
2. Rewrite all chapters to the satisfaction of the dissertation committee;
3. Prepare for and make the oral defense of the dissertation;
4. Submit and defend the final version of the student's Biblical Doctrines Position paper initiated in the course FD 9300;
5. Complete additional requirements from the dissertation committee; and
6. Secure acceptance of the dissertation from the Head Librarian.



**APPENDIX III, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Biblical Studies**

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Requirements for a grade of IP (In Progress):

The grade of IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**APPENDIX IV**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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**Requirements for Dissertation Module Courses**

The following outline identifies basic content requirements for the dissertation modules. A Historical Research Dissertation may have more chapters and may deviate from this prescribed pattern. The Dissertation committee may prescribe additional requirements for any or all modules. A quantitative dissertation must be written in third person. A qualitative dissertation may be written in first person.

Dissertation Module Requirements are presented in three parts:

**[Part One] Grading Requirements for Dissertation Module Courses**

**[Part Two] Grading Requirements for Dissertation Module First Continuation Courses**

**[Part Three] Grading Requirements for Dissertation Module Second Continuation Courses**

**[Part One]**

**Grading Requirements for Dissertation Module Courses**

Allowable grades: P (Pass), IP (In Progress), F (Fail).

**Module I Course:**

**RC 9391 – Research Dissertation in Counseling Module I (3 Semester Hours)**

**or**

**RT 9391 – Research Dissertation in Marriage and Family Therapy Module I (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete Initial Review of Literature;
2. Complete Research Dissertation Prospectus or Proposal, which must include:
  - (a) Statement of the problem and sub-problems
  - (b) Statement of hypothesis or research questions
    - (i) (Quantitative dissertations) Statement of hypothesis
    - (ii) (Qualitative dissertations) Statement of research questions
  - (c) Statement of delimitations (what the research will not address)
  - (d) Statement of definitions of terms
  - (e) Statement of assumptions
  - (f) Statement of importance of study

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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- (g) (Qualitative dissertations) Statement of rationale for the selection of qualitative research methodology
  - (h) (Qualitative dissertations) Statement of relationship of qualitative research methodology to research questions
  - (i) (Qualitative dissertations) Statement of the Qualitative Researcher's sampling procedures
  - (j) (Qualitative dissertations) Statement of how the Qualitative Researcher proposes to analyse the data (e.g., content analysis, thematic analysis, etc.)
  - (k) (Qualitative dissertations) Statement of how the Qualitative Researcher will address trustworthiness and reliability (e.g., triangulation, member-checking, etc.)
3. Statement of organization (outline of all proposed chapters and subtopics); and
  4. Fulfill additional requirements from the Committee.

Requirements for a grade of IP (In Progress):

1. Complete Initial Review of Literature; and
2. Fulfill additional requirements from the Committee.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**Module II Course:**

**RC 9392 – Research Dissertation in Counseling Module II (3 Semester Hours)**

**or**

**RT 9392 – Research Dissertation in Marriage and Family Therapy Module II (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete First Chapter of the research plan which must include:
  - a) Introduction
  - b) Need for Study
  - c) Statement of Problems and Sub-problems
  - d) Purpose of Study
  - e) Delimitations
  - f) Methodology

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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- g) Definitions of Terms
- h) Organization;
- 2. Complete Second Chapter: a Review of Literature;
- 3. Complete Third Chapter: the Research Design Proposal, which must include:
  - a) Description of the research design
  - b) Sources and nature of data
  - c) Criteria for the admissibility of data
  - d) Identification of appropriate procedures for analysing data
  - e) Method of Collecting Data
  - f) Link data and research methodology;
- 4. Receive approval from the IRB for the research plan; and
- 5. Fulfill additional requirements from the Committee.

Requirements for a grade of IP (In Progress):

- 1. Complete two approved dissertation chapters; and
- 2. Fulfill additional requirements from the Committee.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**Module III Course:**

**RC 9393 – Research Dissertation in Counseling Module III (3 Semester Hours)**

**or**

**RT 9393 – Research Dissertation in Marriage and Family Therapy Module III Semester Hours)**

Requirements for a grade of P (Pass):

- 1. Document proof of implementation of research as defined in Chapter Three (including questionnaires, research data, etc.); and
- 2. Fulfill additional requirements from the Committee.

Requirements for a grade of IP (In Progress):

- 1. Secure approval of data collection procedures;
- 2. Begin research data collection; and
- 3. Fulfill additional requirements from the Committee.

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of either P (Pass) or IP (in- progress) will result in a grade of F (Fail).

**Module IV Course:**

**RC 9394 – Research Dissertation in Counseling Module I First Continuation (3 Semester Hours)**

**or**

**RT 9394 – Research Dissertation in Marriage and Family Therapy Module I First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete Chapter 4 - Reporting of Data;
2. Complete Chapter 5 - Findings, Analysis, Interpretation, Conclusion and Summary of the Research Dissertation;
3. Fulfill additional requirements from the Committee;
4. Successfully defend of the Research Dissertation (conducted on the main campus);
5. Submit completed Research Dissertation; and
6. Secure acceptance of the dissertation by the Head Librarian.

Requirements for a grade of IP (In Progress):

1. Complete three approved chapters;
2. Complete collection of all research data;  
Receive approval of data analysis procedures and reporting formats; and
3. Fulfill additional requirements from the Committee.

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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**[Part Two]**

**Grading Requirements for Dissertation Module First Continuation Courses**

Allowable grades: P (Pass), IP (In Progress), F (Fail).

**Module I First Continuation Course:**

**RC 9397 – Research Dissertation in Counseling Module III First Continuation (3 Semester Hours)**

**or**

**RT 9397 – Research Dissertation in Marriage and Family Therapy Module III First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete Initial Review of Literature;
2. Complete Research Dissertation Prospectus or Proposal, which must include:
  - a. Statement of the problem and sub-problems
  - b. Statement of hypothesis or research questions
    - (1). (Quantitative dissertations) Statement of hypothesis
    - (2). (Qualitative dissertations) Statement of research questions
  - c. Statement of delimitations (what the research will not address)
  - d. Statement of definitions of terms
  - e. Statement of assumptions
  - f. Statement of importance of study
  - g. (Qualitative dissertations) Statement of rationale for the selection of qualitative research methodology
  - h. (Qualitative dissertations) Statement of relationship of qualitative research methodology to research questions
  - i. (Qualitative dissertations) Statement of the Qualitative Researcher's sampling procedures
  - j. (Qualitative dissertations) Statement of how the Qualitative Researcher proposes to analyse the data (e.g., content analysis, thematic analysis, etc.)
  - k. (Qualitative dissertations) Statement of how the Qualitative Researcher will address trustworthiness and reliability (e.g., triangulation, member-checking, etc.)
    - l. Statement of organization (outline of all proposed chapters and subtopics); and
3. Fulfill additional requirements from the Committee.

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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Requirements for a grade of IP (In Progress):

1. Complete Initial Review of Literature;
2. Completed a significant portion of the Research Dissertation Prospectus or Proposal, which must include:
  - a. Statement of the problem and sub-problems
  - b. Statement of hypothesis or research questions
    - (i) (Quantitative dissertations) Statement of hypothesis
    - (ii) (Qualitative dissertations) Statement of research questions
  - c. Statement of delimitations (what the research will not address)
  - d. Statement of definitions of terms
  - e. Statement of assumptions
  - f. Statement of importance of study
  - g. Statement of selection of qualitative research methodology
  - h. Statement of relationship of qualitative research methodology to research questions
  - i. Statement of the Qualitative Researcher's sampling procedures
  - j. Statement of how the Qualitative Researcher proposes to analyze the data (e.g., content analysis, thematic analysis, etc.)
  - k. Statement of how the Qualitative Researcher will address trustworthiness and reliability (e.g., triangulation, member-checking, etc.)
  - l. Statement of organization (outline of all proposed chapters and subtopics);  
and
3. Fulfill additional requirements from the Committee.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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**Module II First Continuation Course:**

**RC 9395 – Research Dissertation in Counseling Module II First Continuation (3 Semester Hours)**

**or**

**RT 9396 – Research Dissertation in Marriage and Family Therapy Module II First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete First Chapter of the research plan which must include:
  - a. Introduction
  - b. Need for Study
  - c. Statement of Problems and Sub-problems
  - d. Purpose of Study
  - e. Delimitations
  - f. Methodology
  - g. Definitions of Terms
  - h. Organization;
2. Complete Second Chapter: a Review of Literature;
3. Complete Third Chapter: the Research Design Proposal, which must include:
  - a. Description of the research design
  - b. Sources and nature of data
  - c. Criteria for the admissibility of data
  - d. Identification of appropriate procedures for analyzing data.
  - e. Method of Collecting Data
  - f. Link data and research methodology;
4. Receive approval from the IRB for the research plan; and
5. Fulfill additional requirements from the Committee.

Requirements for a grade of IP (In Progress):

1. Complete First Chapter;
2. Complete Second Chapter, a Review of Literature;
3. Complete Third Chapter (Except for Committee recommended changes); and
4. Fulfill additional requirements from the Committee.



**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**Module III First Continuation Course:**

**RC 9396 – Research Dissertation in Counseling Module III First Continuation (3 Semester Hours)**

**or**

**RT 9397 – Research Dissertation in Marriage and Family Therapy Module III First Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Document implementation of research as defined in Chapter Three (including questionnaires, research data, etc.); and
2. Fulfill additional requirements from the Committee.

Requirements for a grade of IP (In Progress):

1. Complete three chapters;
2. Collect substantial data; and
3. Fulfill additional requirements from the Committee.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**Module IV First Continuation Course:**

**RC 9398 – Research Dissertation in Counseling Module IV First Continuation (3 Semester Hours)**

**or**

**RT 9398 – Research Dissertation in Marriage and Family Therapy Module IV First Continuation (3 Semester Hours)**

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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Requirements for a grade of P (Pass):

1. Complete Chapter 4 - Reporting of Data;
2. Complete Chapter 5 - Findings, Analysis, Interpretation, Conclusion and Summary of the Research Dissertation;
3. Fulfill additional requirements from the Committee;
4. Successfully defend of the Research Dissertation (conducted on the main campus);
5. Submit completed Research Dissertation; and
6. Secure acceptance of the dissertation by the Head Librarian.

Requirements for a grade of IP (In Progress):

1. Completed all chapters of the dissertation; and
2. Fulfill additional requirements from the Committee.

Failure to complete requirements for a grade of P (Pass) or IP (In Progress):

Failure to complete requirements for a grade of either P (Pass) or IP (In Progress) will result in a grade of F (Fail).

**[Part Three]**

**Requirements for Completion of Dissertation Module Second Continuation Courses**

Allowable grades: P (Pass), F (Fail)

**Module I Second Continuation Course:**

**RC 9385 – Research Dissertation in Counseling Module I Second Continuation (3 Semester Hours)**

**or**

**RT 9385 – Research Dissertation in Marriage and Family Therapy Module I Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete Initial Review of Literature;
2. Complete Research Dissertation Prospectus or Proposal, which must include:
  - a. Statement of the problem and sub-problems
  - b. Statement of hypothesis or research questions
    - i. (Quantitative dissertations) Statement of hypothesis

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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- ii. (Qualitative dissertations) Statement of research questions
  - c. Statement of delimitations (what the research will not address)
  - d. (Qualitative dissertations) Statement of relationship of qualitative research methodology to research questions
  - e. (Qualitative dissertations) Statement of the Qualitative Researcher's sampling procedures
  - f. (Qualitative dissertations) Statement of how the Qualitative Researcher proposes to analyse the data (e.g., content analysis, thematic analysis, etc.)
  - g. (Qualitative dissertations) Statement of how the Qualitative Researcher will address trustworthiness and reliability (e.g., triangulation, member checking, etc.)
  - h. Statement of organization (outline of all proposed chapters and subtopics); and
3. Fulfill additional requirements from the Committee.

Requirements for a grade of IP (In Progress):

IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**Module II Second Continuation Course:**

**RC 9386 – Research Dissertation in Counseling Module II Second Continuation (3 Semester Hours)**

**or**

**RT 9386 – Research Dissertation in Marriage and Family Therapy Module II Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete First Chapter of the research plan, which must include:
  - a. Introduction
  - b. Need for Study
  - c. Statement of Problems and Sub-problems
  - d. Purpose of Study
  - e. Delimitations

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
**Doctor of Philosophy in Professional Counseling**

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- f. Methodology
- g. Definitions of Terms
- h. Organization;
2. Complete Second Chapter: a Review of Literature;
3. Complete Third Chapter: the Research Design Proposal, which must include:
  - a. Description of the research design
  - b. Sources and nature of data
  - c. Criteria for the admissibility of data
  - d. Identification of appropriate procedures for analysing data.
  - e. Method of Collecting Data
  - f. Link data and research methodology;
4. Secure approval from the IRB for the research plan; and
5. Fulfill additional requirements from the Committee

Requirements for a grade of IP (In Progress):

IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**Module III Second Continuation Course:**

**RC 9387 – Research Dissertation in Counseling Module III Second Continuation (3 Semester Hours)**

**or**

**RT 9387 – Research Dissertation in Marriage and Family Therapy Module III Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Documented proof of implementation of research as defined in Chapter Three (including questionnaires, research data, etc.); and
2. Fulfill additional requirements from the Committee.

**APPENDIX IV, continued**  
**REQUIREMENTS FOR DISSERTATION MODULE COURSES for**  
**Doctor of Philosophy in Marriage and Family Therapy**  
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Requirements for a grade of IP (In Progress):

IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**Module IV Second Continuation Course:**

**RC 9388 – Research Dissertation in Counseling Module IV Second Continuation (3 Semester Hours)**

**or**

**RT 9388 – Research Dissertation in Marriage and Family Therapy Module IV Second Continuation (3 Semester Hours)**

Requirements for a grade of P (Pass):

1. Complete Chapter 4 - Reporting of Data;
2. Complete Chapter 5 - Findings, Analysis, Interpretation, Conclusion and Summary of the Research Dissertation;
3. Fulfill additional requirements from the Committee;
4. Successfully defend of the Research Dissertation (conducted on the main campus);
5. Submit completed Research Dissertation; and
6. Secure acceptance of the dissertation by the Head Librarian.

Requirements for a grade of IP (In Progress):

IP (In Progress) is not allowed in Dissertation Module Second Continuation courses.

Failure to complete requirements for a grade of P (Pass):

Failure to complete requirements for a grade of P (Pass) will result in a grade of F (Fail).

**End of Dissertation Module Requirements**

**APPENDIX V**  
**AMRIDGE UNIVERSITY RULES FOR PREPARING THE DISSERTATION FOR**  
**SUBMISSION TO THE LIBRARY**

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**Style**

1. The writing style of the dissertation shall comply with style manual specified for the specific school.
2. Documentation standards shall follow the style manual specified for the specific school.

**Printing**

1. Printing guidelines specify better quality print (not dot matrix), 12-point type in a standard or executive style font.
2. Paper quality for all final copies shall meet the following criteria: white (not bleached), 20-pound stock, acid free, bond or writing weight, in a woven or smooth finish, with 25% or more cotton-rag content, and 86 or higher brightness. Erasable bond is unacceptable. It is also recommended that the rag content of the paper be watermarked on the sheets as such. The library reserves the right to reject any dissertation that appears to be copied on an inappropriate type of paper.
3. Remove running head.

**Binding and Microfilming**

1. Dissertation requirements are not fulfilled until the required copies of the dissertation have been submitted to and accepted by the Head Librarian of the Southern Christian University Library at Amridge University. This acceptance requires compliance with **APPENDIX V, AMRIDGE UNIVERSITY RULES FOR PREPARING THE DISSERTATION FOR SUBMISSION TO THE LIBRARY.**
2. The student shall submit three (3) paper copies of the dissertation to be distributed as follows: two bound copies for circulation at Amridge University Library and one for the candidate. A fourth copy of the dissertation must be delivered electronically (contact the library for details). The electronic copy will be used by Proquest/UMI (an organization that microfilms, digitizes, and publishes dissertations) for the purposes of publication, preservation and promoting scholarship.
3. Blank rag sheets must be in place (one in front and one in back) for all paper copies.
4. All paper copies must be signed off completely by all parties involved and the signature pages must be inserted in the copies prior to delivery to the library. This includes the Dissertation Committee Acceptance page and the Copying Agreement Page. These pages must be on the correct type paper specified for the rest of the dissertation. It is the responsibility of the student to make arrangements with the committee to have all appropriate pages signed. The library will not accept unsigned dissertations. When sending the copies of the dissertation to the library, the student must also include a separate copy of the sign-off sheet on Module IV.
5. The deadline for submitting the required copies of the dissertation to be bound is April 20<sup>th</sup> before graduation.
6. For microfilming and general archiving of the electronic copy, the candidate shall pay all appropriate fees for this service and sign all appropriate documentation. The student must

complete both sides of the Microfilm Distribution Agreement and a Copyright Registration Information Section, which are attached.

7. It is the responsibility of the candidate to secure his or her personal copy/copies of the bound dissertation once they have been returned from the bindery. The candidate may pick up the bound dissertation(s) in person at the Library or he or she may contact the Library to arrange postal delivery.
8. The library will not bind extra copies of a dissertation beyond what is specified in this manual. If the student wants additional bound copies, he or she must make his or her own arrangements with a bindery.

**APPENDIX V, continued**  
**AMRIDGE UNIVERSITY RULES FOR PREPARING DISSERTATIONS FOR**  
**SUBMISSION TO THE LIBRARY**

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**Pagination**

The order for assembling pages is:

**First page** - (Blank on both sides, counted but without printed page number)

**Second page** - Title page, counted but no printed page number

**Third page** - Acceptance page, counted page iii

**Fourth page** - IRB approval, counted page iv

**Fifth page** - Copying agreement, counted page v

**Sixth page** - Abstract, counted page vi

**Next page(s)** - Dedication page (optional), counted but no printed page number

**Next page(s)** - Acknowledgement page (optional), with correct page number

**Next page** - (Blank on both sides, counted but without printed page number)

**Next page(s)** - Table of Contents (see style manual), with correct page number(s)

**Next page(s)** - List of Illustrations, if any, with correct page number(s)

**Next page(s)** - List of Tables, if any, with correct page number(s)

**Next page(s)** - Preface, if any, with correct page number(s)

Prior to the Text of the dissertation all page numbers are small Roman numerals (e.g., i, ii, iii, iv, v). From the first page of the Text itself all page numbers are Arabic (e.g., 1, 2, 3, 4, 5)

**Closing pages:**

References

Appendix (ces)

Additional reference material, etc., (e.g., APA or *Chicago Manual of Style*)



## APPENDIX VI

### DISSERTATION DEFENSE PROCEDURES

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#### **The Pre-Defense Procedures**

Students must formally petition the Chairperson, in writing, for a defense after the following has been accomplished:

1. All four Modules have been approved and compiled to make up the final draft of the Dissertation.
2. The Academic Dean has approved the draft of the Dissertation as written.
3. After the dissertation has properly moved through the editing process, the Chairperson will request permission from the Academic Dean to set a time for the defense.

#### **The Oral Defense Procedures (2 hours)**

1. The Chairperson will call the Dissertation Defense Committee to order.
2. The Chairperson will give a history of how the Dissertation was written and the major revisions that have been made to it (10 minutes).
3. Each Committee member will be given an opportunity to ask the candidate questions about his or her motivation to write on the subject, the procedures of writing, format and content (1 hour).
4. The Chairperson will then ask the candidate to wait in a designated area of the building while the Committee discusses the following: (30 minutes).
  - a. The candidate's depth of knowledge on the subject.
  - b. The style of the dissertation and the poise and accuracy with which the candidate answered the questions.
  - c. Any revisions to be made in the dissertation.
5. The Chairperson will complete the oral examination form as it reflects the conclusions of the full Committee.
6. The Chairperson will call the candidate back to the examination room to discuss any revisions to be made in the dissertation and to set a time for the final edition of the dissertation to be delivered (20 minutes).

#### **The Post-Defense Procedures**

1. The Chairperson must reread the revised sections of the paper (if any) and start the final acceptance procedure.
2. The Chairperson will prepare the acceptance form. The form must bear the signatures of the Chairperson, the Reader, , the Secretary. .
3. No member of the Committee will be compelled to sign the form if the paper does not meet his or her standard of excellence.
4. The Dissertation will be delivered to the Head Librarian with the Acceptance Form duly signed.