

PhD in Archaeology Doctoral Handbook

Andrews University
Seventh-day Adventist Theological Seminary

Welcome

This handbook is intended to give clear, concise guidelines on policies and procedures related to your study and progress in the PhD in Biblical and Ancient Near Eastern Archaeology program. If your questions are not answered here, come to the PhD office. We are dedicated to helping you achieve your educational goals.

Changes to Handbook

This handbook was prepared by the PhD office at the Seventh-day Adventist Theological Seminary of Andrews University and then amended for use by PhD Archaeology students and applicants. The handbook's contents may be changed at any time by vote of the PhD committee. Students should verify policy questions with the PhD office.

Admission to the Program

Apply Online

Application to the PhD in Archaeology program must be done online at:
<https://www.andrews.edu/apply/>.

All documents for application are submitted in pdf format at this site. The documents required for your application to be complete are as follows:

- Application form
- All official undergraduate and graduate transcripts from all schools attended
- 3 recommendations – from teachers you have studied under at the graduate level. (One of the recommendations can be from your ministerial director if you were a pastor previously)
- Graduate Record Exam scores, taken within 5 years of application deadline
- 16PF psychological profile
- Seminary preadmission conduct disclosure statement
- 300 word personal statement that expresses the reason why you want a PhD, what you intend do professionally with it, and a potential topic for your dissertation
- Research paper (see below)
- Financial plan
- TOEFL and Visa information for international students

Minimum Requirements for Acceptance into the Program

For acceptance into the PhD program the applicant must fulfill the following minimum requirements. Fulfillment of these minimum requirements does not assure acceptance into the PhD program.

- 3.5 cumulative GPA for prior graduate work.

- A Master’s degree – MA (or its equivalent) from an accredited institution in an appropriate field (ancient near eastern history and/or archaeology, biblical history, anthropology). The applicant’s transcript(s) will be reviewed by the PhD office for applicability to the program’s prerequisites. Additional coursework may be required to make up deficiencies.
- Combined GRE score of 288 for the verbal and quantitative portions of the exam.
- TOEFL score of 90 for the iBT TOEFL exam (equivalent to a paper based ITP TOEFL score of 575) for regular admission. The Center for Intensive English Programs (CIEP) has a Bridge Program which is available for applicants with a score of 80-89. Contact ciep@andrews.edu for details.

Research Paper

One of the most important parts of your application is the **research paper** you submit for consideration. It is read by the PhD Director and by members of the department, and it forms a major part of their decision regarding your application. The paper should have the following characteristics:

- A significant research paper (30-40 pages in length), normally written during master’s studies. The topic of this paper should coincide with the area of concentration.
- A problem in the area of research is described that analyzes primary sources and engages the debate in the secondary literature
- A clear thesis is stated
- The case for the thesis is argued succinctly and logically, taking into account the discussion in the current secondary literature
- Conclusions are presented clearly and convincingly
- The paper is in good English prose without grammatical, syntactical or spelling errors
- The paper is the work of the applicant with proper quotations, citations, and bibliography of sources used.

Deadlines for Application

Application Process	Summer or Fall Start	Spring Start
Application complete at Graduate Admissions	December 15, year prior to start	June 15, year prior to start
PhD office reviews applications	December	July
Department reviews applications	January	August
PhD committee votes acceptance or rejection	February	September
Applicants informed of decisions	February	September

How Your Application Is Processed

Your application is submitted to the Graduate Admissions office online as noted above. The Graduate Admissions office processes your documents and communicates with you concerning any missing items. It is your responsibility to insure that all documents are submitted and in order for your admissions record to be complete.

After Graduate Admissions has a complete application they process it and send it to the PhD office in the Seminary. The Seminary process for reviewing your application has three steps:

- **Review by the PhD office** insuring that all materials we need for making the application decision are present and in proper order. The Director of the PhD program reviews your application and makes recommendations for consideration by the department and the PhD committee.
- **Review by the department**, which may include a personal interview either in person or by phone/Skype.
- **Vote of the PhD committee** accepting or rejecting your application.

The PhD committee receives recommendations from the departments concerning the applications and discusses them. The PhD committee has the final authority to accept or reject applications to the program. If the committee chooses to suggest that the applicant engages in further study, it notes this in the minutes without an action. The application remains active for a maximum period of two years from the date the application is received in the program office. During this time period, if the application has not been rejected, it is not necessary to reapply in order to be reconsidered. However, the applicant must make their wishes known for reconsideration after further study.

The PhD committee takes actions on all applications. **Applicants are accepted into the PhD in Archaeology program by action of the PhD committee. All preparations for application, further study, or other degree work do not assure acceptance into the program.**

The PhD Director informs you by letter of the committee's decision regarding your application. Each application receives our careful review. The decisions of the PhD Committee are based on prayerful consideration of the applicant's demonstrated capabilities.

Once You Are Accepted to the Program

Finances

As part of the application process applicants prepare a **financial worksheet** detailing their estimated expenses for their first year of study. It is important that you prepare for the costs of graduate education. Otherwise, it becomes quite challenging to focus on studies. See below for more details about scholarships.

Visa

International students must have an appropriate visa for studying in the program. Two main types of visas exist for this purpose. The **F-1 Visa** allows a student to study at the university and work on campus for a maximum of 20 hours per week during two semesters of the school year and 40 hours per week on campus during other times of the school year. Students with F-1 Visas are not permitted to work off campus.

The **J-1 Visa** is for sponsored students. It allows the student to work both on and off campus for a maximum of 20 hours per week during two semesters of the school year and 40 hours per

week during other times of the school year. Students on a full sponsorship J-1 visa are expected to take 12 credits per semester during their coursework phase.

Housing

The university has apartments for rent. In nearby communities students can also find housing. Living off campus often requires a motor vehicle particularly during winter months. Useful locations for finding housing information are bulletin boards in the seminary and at Apple Valley Market.

Admission Status

When a student is accepted into the PhD in Archaeology program they are informed of their status.

Provisional status

Indicates that you are accepted into the program but that you have prerequisite courses which **must be taken in the first 3 semesters of study (one calendar year)**. These courses are typically language courses, but can also include courses needed as prerequisites for the field of study in which you will work. The PhD requires a minimum of 15 prerequisite credits in the field of concentration and a research methods course. Check with both the PhD office and the department to verify which courses you must take.

Regular status

Indicates that you have completed all prerequisite courses, language courses and any deficiencies in the field of study in which you will work. If your status is provisional when you enter the program then regular status is voted by the PhD committee upon completion of the prerequisites and deficiencies.

Candidate status

Indicates that you have completed all coursework, passed all comprehensive exams, and your dissertation proposal has been approved by the PhD committee.

Time Limits

You have a maximum of 5 years to reach completion of comprehensive exams from the time your program begins. You have a maximum of 5 years to complete the dissertation after completing your comprehensive exams. If you complete the exams in less than 5 years, the time limit for the dissertation is not lengthened. It remains 5 years from the time of achieving candidate status.

Extensions of time limit for the comprehensive examinations or for completing the dissertation are made by petition through your advisor to the PhD Committee. If the committee agrees with your petition it recommends your petition to the Dean of the Graduate School who makes the final decision regarding the petition.

Financial Assistance

Scholarships and GRE Discount

The PhD in Archaeology program has **scholarships** available for students provided by gracious donors who believe in the mission and scholarship of the Seventh-day Adventist Church. Students apply at the PhD office on an annual basis in January for scholarship funds for the following school year. The application process is simple, a one page form where you fill out financial information and sign a statement of commitment to the beliefs of the church and of your dedication to service.

The Graduate School also has a **GRE discount** program in which you receive a tuition discount on the coursework phase (48 credits) of the program according to the following scale:

GRE Combined Score	Discount on First 48 Credits
300-309	10%
310-319	25%
320 and above	50%

Graduate Assistantships and Other Employment

There are a limited number of Graduate Assistantships available both within the Institute of Archaeology and the campus at large. Check with professors or the dean's office for available opportunities. There are also student jobs available on campus, a list of which can be obtained at the Student Employment website.

Professional Meetings and Publication

The PhD office is thankful for donors who provide funds to help you attend professional meetings. The largest such group of meetings occurs in November each year when the Society of Biblical Literature, the American Academy of Religion, the Evangelical Theological Society, the American Schools of Oriental Research, the Adventist Theological Society and the Adventist Society for Religious Studies all have meetings in the same location in about a one week period.

To attend these meetings you make application to the PhD office when the program director sends out an email with the application form (usually in April or May). Many of the above societies have Early Bird discount rates that expire in May or June for the November meetings, hence the early application date.

It is possible for you attend other professional meetings, but these tend to have fewer people in attendance and hence fewer opportunities to meet potential employers. On the other hand, smaller meetings make it easier to find opportunities to give presentations. If you wish to attend other meetings, talk to the program director. Our main focus is on the annual meetings in November mentioned above.

It is highly recommended that you attend these meetings. You have the opportunity to hear presentations by numerous seasoned scholars. You can talk with scholars at the top of the field and discuss your research interests or dissertation topic with them. We have numerous venues where you can present papers or posters, which are vital for your résumé. You also have the important opportunity to be in touch with possible future employers and they have the

opportunity to hear you present. In the PhD program we are focusing on and stressing a culture of research, writing and publication to help prepare you for your scholarly life.

Three Phases of Study

There are three phases to the PhD:

Coursework

48 credits, 36 in your area of concentration, 9 in your cognate area, DSRE 860 Teaching Religion in College (3 credits). All courses must be taken at the 600-, 800-, or 900-level. 24 credits of the 48 credits must be at the 800- or 900-level. Taking doctoral seminars is highly recommended. No more than 15 credits can be in courses that receive an S/U grade (typically reading courses).

Comprehensive Exams

Four exams, taken after your coursework is complete. The exams are 6-8 hours each. Most students spend one or two semesters in preparation for these exams (see below under Comprehensive Exams Phase for more details).

Dissertation

The dissertation is 16 credits and typically takes 1-2 years to write. The first 3 credits may be applied to preparing the dissertation proposal (see more below under Dissertation Phase). The dissertation is done under the guidance of the student’s dissertation committee.

PhD Requirements Total 64 Credits	
Area of Concentration	36 credits minimum in accordance with department requirements for area of specialization. This includes fieldwork credits.
Area of Cognate	9 credits minimum in accordance with department requirements (available at the PhD office)
Required General Courses	DSRE 860 Teaching Religion in College or equivalent
Dissertation	16 credits of GSEM995, (3 credits may be taken during coursework phase in preparing the dissertation proposal, OR GSEM854 PhD Dissertation Proposal Seminar 3 credits with these 3 credits applying toward dissertation credits)

Coursework Phase

Getting Started in Courses

We recommend that you arrive at least two weeks before classes begin so that you can get settled and registered. The people in the seminary who will help you in your journey to the PhD degree are your **advisor, the PhD office, and your dissertation committee.**

Advisor’s Role

Your **advisor** at the beginning of your program is the chair of the department or another professor in the department designated by the chair. Your advisor helps you to set up your program of study, outlining the various steps you must take to complete your degree.

Your advisor helps you register for classes each semester by signing your registration form and assists you in resolving any academic problems you face. Next you bring this form to the PhD office for final clearance. You will meet with the PhD program director briefly to insure that all is going well in your program and to resolve any issues that our office can deal with. The PhD program director also signs your registration form. Our office then issues to you your registration pin number so that you can register for classes.

PhD Office Role

The **PhD office** is located in the Seminary building in rooms N320 (Administrative Assistant's office). The Director's office is in the Horn Museum (room 206). We are here to serve you. Our door is always open and you are welcome to come by and talk with us about any concerns. Our office does not take the place of your advisor, but helps the advisor and others in making your educational experience efficient and enjoyable. Our office does the following tasks:

- Coordinates admission decisions for all PhD students
- Provides orientation when you enter the program
- Keeps records of your PhD studies and all academic issues involved
- Administers disbursement of Hasel Scholarship Funds to PhD students
- Coordinates student attendance at professional meetings
- Administers all comprehensive exams
- Coordinates review of dissertation proposals
- Coordinates all dissertation defenses

Dissertation Committee Role

Your dissertation committee is **set up during your coursework phase**. It consists of three people, the chair and two others. We recommend that your committee be set up after you have been in the program for at least one year so that you can become well acquainted with the professors and determine who best can serve the interests of your research and is willing to work with you on your topic.

Choosing whom to work with is a collaborative decision between you, your department chair, the individuals you would like on the committee, and the PhD program director. Your first step is to **talk with the chair of your department** about your research interests. The chair will make recommendations on who might best match your interests.

The next step is to **talk with the professors** you would like on your committee. Professors have special areas of expertise and interest. Typically the dissertations they direct have linkage with these areas. You must secure the agreement of the individuals you would like on your committee by obtaining their signatures on the dissertation committee appointment form (available from the PhD office). Your department chair must also sign this form.

After this you bring your completed dissertation committee appointment form to the **PhD director**. The director reviews the structure of your proposed committee, consults with your chair, and makes a recommendation to the PhD committee. It is the **PhD committee that**

appoints your dissertation committee. The PhD office informs you of the PhD committee's action.

Once your dissertation committee is appointed your dissertation committee chair becomes your advisor. The dissertation committee has two main tasks – to guide you in the preparation of your dissertation proposal and then to mentor and guide you in your doctoral research and dissertation writing. During your coursework phase you work on your dissertation proposal with your dissertation committee.

Prerequisites and Course Load

If you are accepted on provisional status it means that you have some prerequisites to fulfill which do not count toward your 64 credits for the PhD. As noted above, **these prerequisites must be completed within the first three semesters of study (one calendar year).** Prerequisites typically include language proficiency (Greek, Hebrew, Latin, French, German, Italian, etc.), courses to fulfill the 15 prerequisite credits needed from your area of concentration and a course in research methods.

A full course load in the PhD program is **8-12 credits.** International students must take a minimum of 8 credits during two semesters of the year. Students on the J-1 visa who are fully sponsored are expected to take 12 credits during all three semesters of the year.

Fieldwork

One of the most important parts of your archaeological education is fieldwork. You are required to take at least 12 credits of fieldwork and go on 2 digs. See also Appendix 2.

Transfer Credits

Up to 32 doctoral credits may be transferred from another PhD program or up to 9 (non-PhD) post-MA or post-MDiv credits may be transferred into the PhD program. Transfer courses must have been taken in an approved institution, be appropriate to the student's program, carry grades of B or above, and have been taken within six years of the student's first enrollment in the program. Credits earned toward Master's degrees are not transferable to the program and in no case does acceptance of transfer credits reduce the minimum residency requirement. The director of the PhD program determines the appropriateness, relevance, and currency of the work considered for advanced standing and authorizes such standing.

Grade Point Average

Only courses with a grade of B (3.00) or better or S are credited toward the degree. No more than 15 credits in courses with an S grade may be applied to the program requirements. If your GPA falls below 3.00, you are placed on academic probation and can regain regular standing only after having again reached the B (3.00) level. A student who accumulates more than three grades of C or below (2.00 or below) is not allowed to continue in the doctoral program.

Attendance

You are required to regularly attend the Horn Lectureship Series which is usually held on select Monday nights as announced. During your coursework phase, you are also required to attend seminary chapels and assemblies (unless you obtain a waiver from the Seminary Dean's office).

Area of Concentration and Cognate

You take 36 credits in the area of your concentration in one of two areas – Biblical Archaeology **or** Ancient Near Eastern Archaeology and Anthropology.

Your cognate is chosen from one of the following areas – Biblical Archaeology (if not your major emphasis), Anthropology (if major is Biblical Archaeology), Ancient Near Eastern Languages, Old Testament, New Testament, Church History, Theology and Christian Philosophy, World Mission.

You take a minimum of 9 credits in your cognate area. Each department has set requirements for what courses may be taken to fulfill the cognate area credits. The list of courses is available from the PhD office.

Teacher Mentoring Program

One of the student outcomes for the PhD in Archaeology program is to display teaching ability appropriate for college and university settings. To fulfill this outcome you take the class GSEM860 Teaching Religion in College. As part of this class you are mentored by a professor in the seminary or undergraduate religion faculty and attend a course that the professor teaches. You will meet once a week with this professor for discussion of pedagogy, classroom dynamics, syllabus preparation, etc.

During the semester as part of your assignments in the Teaching Religion in College class you will prepare one week's worth of lectures for presentation in the mentoring professor's class. The professor may give you other teaching assignments as well. With the goal of developing your teaching skills, your teaching will be evaluated by the mentoring professor and the teacher of Teaching Religion in College.

Students involved in the mentoring program with the undergraduate religion faculty agree to teach a religion course for the College of Arts and Sciences, after completing the course, GSEM860 Teaching Religion in College. The student will be remunerated for this teaching and will continue the mentoring experience with the undergraduate religion faculty during the semester of teaching.

Comprehensive Exam Phase

Purpose of Comprehensive Exams

The Comprehensive Exams are 4 exams of 6-8 hours each, given over a period of 4 weeks (1 exam per week). Three of the exams are in your area of concentration and one is in your cognate. Preparation for the exams is a process that requires one to three semesters of study. This process is intended to fill in any lacunae in your knowledge base of your area of concentration and of your cognate. The exams themselves test your knowledge base including familiarity with pertinent literature as well as your skills in criticism and analysis. You are expected to demonstrate greater proficiency in your area of concentration than in your cognate. See also Appendix 3.

Registration for GSEM880

During preparation for your comprehensive exams you register for GSEM880 – Preparation for PhD-ThD Comprehensive Examinations (0 credits). You can register for this course a maximum of three times during preparation for the exams. GSEM880 counts as a full time course load. If you are an international student on an F-1 or J-1 visa you must be registered for full time study during two semesters each year. It is possible, therefore, to register for GSEM880 three times in preparation for the exams and then continue study during the semester off, making a maximum study time of four semesters for comprehensive exams. If you exhaust this time window you must take the exams in the following semester. In the semester you take the exams you register again for GSEM880.

Comprehensive Exam Contracts and Candidacy Application

Each department has set requirements for comprehensive exams. Begin your preparation for the exams by consulting with your advisor concerning the exams and whom to request as examiners. Then make contact with the professors to complete comprehensive exam contracts with them. The contract form is available from the PhD office.

For each exam you take with a professor you complete an exam contract which indicates the exam format (written, take home, oral), what the general content of the exam will consist of, what limitations the professor sets, what materials will be available to you in the exam, and a bibliography of books and articles to read in preparation for the exam. You and the professor sign the exam contract. Your advisor also signs the form for each exam verifying that you have a minimum of three professors giving you exams and that no professor gives more than two complete exams.

You also prepare a sheet that indicates in what order you would like to take the exams. Your advisor signs off on this form so that the department(s) are aware of the order in which you will take the exams. Bring the completed exam contracts and the sheet with the suggested order of the exams to the PhD office a minimum of two semesters in advance of when you wish to take the exams. The PhD director reviews your exam schedule and contracts and also signs the forms.

These materials become part of your file at the PhD office and can be accessed should any questions arise. Your contracts and the order of examination are subject to approval by the PhD committee. Your application to take comprehensive exams is also your application for candidacy. PhD candidacy is granted after you pass all your comprehensive exams and your dissertation proposal has been approved by the PhD committee.

See Appendices 3 and 4.

When Comprehensive Exams Are Offered

Comprehensive exams are scheduled by the PhD office in the Fall, Spring, and Summer semesters. Check the office for the time when the exams will be offered. It is your responsibility to inform the PhD office **two semesters in advance of when you intend to take the exams**. Our office must contact your professors to obtain exams and set up rooms where exams can be given. Your assistance in promptly informing our office of your planned semester for exams will help us to serve you better.

Examination Formats

Comprehensive exams may be administered in three formats – written exam, oral exam, or take-home exam. The student may request a particular exam format. The professor chooses the format for the exam. Three of the four exams must be written. The **written exams** are 8 hours in length and may be done in legible handwriting or on a computer provided by the PhD office.

Oral exams are 3-4 hours in length. In this exam format a three-professor panel, the student and the PhD director come together at an agreed upon time and location where the professors question the student on the material for the exam. The PhD director serves as moderator. Questions can be broad or specific within the exam parameters. After the exam the professors and the PhD director consult together. The professors decide the outcome of the exam.

Take-home exams are given to the student on the appointed day for comprehensive exams. In this format you are given one week to prepare a written response, in the form of a term paper on the topic the professor has chosen. This completed paper must be turned in to the PhD office no later than one week after it was given to you. Take note that the week for writing the take home exam ends when the next exam is due to be taken (unless the take-home exam is the last of the 4 exams). Take-home exams receive a grade of either Pass or Fail. There is no option for an Oral Exam afterward.

Examination Procedure

On the day of the exam you come to the designated location for the exam at 7:45 a.m. If you so desire, it is possible to write your exams on one of the PhD office computers supplied for this purpose. You will have 8 hours to complete the written exam with a 1 hour lunch break. At the close of the examination period you bring your exam materials to the PhD office where they are processed.

If you are taking an oral exam, you meet at the set time and location with the 3 examining professors and the PhD director for the 3-4 hour exam.

In the case of a take-home exam, you come to the PhD office on the day of the exam at a time arranged with the PhD office to receive your exam question(s). You have one week in which to prepare your answer as a term paper on the topic written specifically to answer the professor's question(s).

Your exams are graded by the examining professor. One week is allowed for the professor to grade written or take home exams and to return the exam to the PhD office. The professor chooses one of three possible exam results – Pass, Fail, or Oral Exam Requested. After all of your exams are completed and the professors have returned the graded materials to the PhD office, the PhD director calls you with the results. If one or more oral exams are required these will be arranged for by the PhD office.

Oral Examinations after Grading

If you receive an Oral Exam Required grade the PhD office determines a time shortly after the end of the 4 exams for oral exams. A 2-hour period is allowed in which the professor or professors requesting the exam can meet with you. The PhD director serves as moderator of the examination process. The professor(s) may ask questions related to the questions and topics asked on the exam. At the close of the examination you are released and the professor(s) consult with the PhD director concerning your performance. The grade for the exam can be Pass or Fail. The professor(s) informs the PhD director of your grade.

Failing an Exam

Failed exams may be repeated once. If you fail one or two exams you are given opportunity to retake the individual exam(s) after a minimum of 3 month and a maximum of 9 months of study. If you fail three or more exams you must retake all four exams after a minimum of 6 months and a maximum of 12 months of study. In the event of a second failure the student is not allowed to continue in the PhD program.

Dissertation Phase

Dissertation Proposal

Writing and defending your dissertation is the culmination of your doctoral studies. It is something you should consider and plan for from the beginning of your program. Your advisor at the beginning of your PhD studies is your department chair. Share with the chair what your research interests are. The chair will suggest one or more professors you might talk with concerning a topic.

When your dissertation committee is established your dissertation committee chair becomes your advisor with whom you work closely on your dissertation proposal. Your proposal is reviewed and approved by the PhD committee.

Two paths are available for preparing your dissertation proposal, one is class oriented and the other personally guided. You can take GSEM854 – PhD-ThD Dissertation Proposal Seminar. In this course you learn steps in dissertation proposal preparation and also work with your dissertation committee. If you take the proposal seminar, its 3 credits can count for dissertation credit.

The alternative is for you to work individually with your dissertation committee to produce a proposal for review. If you follow this option, you can take up to 3 dissertation credits during your coursework phase for work on your proposal with your dissertation committee.

Dissertation Proposal Components

Your proposal sets forth the problem you wish to resolve in your research and how you plan to go about solving the problem and reporting on it. The proposal is a brief document – maximum 15 pages double spaced, 12 point Times New Roman font, with bibliography attached. The bibliography does not count as part of the 15 pages. The writing must be succinct and clear and follow the *Andrews University Standards for Written Work* as well as BASOR style. It must also be free of grammar and spelling errors. The proposal is to have the following components in the order below:

- **Introduction to the problem through selective literature review** – The purpose of this introduction is to illustrate the problem to be resolved, some lacuna in research, disagreement between major positions, the application of a new methodology to existing data, etc. Review the positions in the literature that will be your conversation partners in the dissertation. Make your case by arguing that the existing positions are insufficient, incomplete, missing a broader perspective, or the like.

- **Statement of the problem** – Typically this is one paragraph that summarizes exactly what the challenge or difficulty is that your research will resolve. It is extremely important that this problem statement be clear, concise and focused.
- **Purpose Statement** – Here you concisely indicate in a sentence or two how you will solve the problem referred to in the statement of the problem. You will apply a particular methodology or methodologies to a set of data to produce an outcome.
- **Delimitations** – Indicate in what ways your dissertation will be delimited, what will be presupposed or bracketed out in your study, and what limits you will place on the data to be analyzed.
- **Methodology** – State clearly what approach you will use to study and report your research. If you are combining several methodologies, indicate how they fit together. The methodology is the set of tools you use to fulfill your purpose statement in order to solve your problem. After you set forth your methodology, give a brief description of each chapter of your dissertation, what you will include and how it will logically develop your argument. The first chapter typically includes a literature review growing out of your proposal. This chapter ends with the problem statement, purpose statement, and methodology. Succeeding chapters typically present your data and analysis in a logical pattern according to the methodology you are using. The concluding chapter presents your summary of the research and your conclusions.
- **Outline of Chapters** – List in outline form the chapters and their subdivisions. The outline puts in brief form how your data and analysis will be organized and serves as a ready reference point for your professors to see how you plan to develop your arguments.
- **Bibliography** – List the books and articles you have studied and used in preparing your proposal. Be sure to include the central and important studies concerning your topic. Your dissertation committee will advise you on what to include. Make use of BASOR style for both bibliography and footnotes in your proposal.

Approval of the Proposal

If you take GSEM854 – PhD- Dissertation Proposal Seminar, you are taught how to prepare your proposal with its various components. Assignments for the course help you step by step to prepare the documents for review. You work with your dissertation committee to prepare your proposal. As part of the class a mock review of your proposal takes place in which your dissertation chair and other members of your dissertation committee are invited to attend. When your proposal is ready for review by the faculty (either during or after the semester you take GSEM854) you proceed to the review process listed below.

If you do not take the dissertation proposal seminar you work with your dissertation chair and committee to prepare a proposal according to the above outline. The PhD office has a helpful guide for preparation of the proposal. As noted above, you can take up to 3 dissertation credits during your coursework phase to count toward proposal preparation. You work with your committee to bring the proposal to the point where it is ready for the faculty review.

When your committee is satisfied that your proposal is ready for review the chair requests that the PhD director set up the review. Two hours are allocated for a review. The purpose of the review is to verify that your proposal presents a valid and delimited research problem with an

appropriate methodology for solving the problem. The faculty who come to your review are there to support and build your efforts to produce a solid proposal leading to a significant dissertation.

All members of your dissertation committee and all professors from your department(s) are sent the proposal for perusal in preparation for the review. The PhD director also invites any members from the PhD committee who wish to attend and two professors from other areas of study to be part of the review process. The review is a formal meeting, you should dress professionally.

We begin the review with prayer and then you will be asked to state succinctly in 5 minutes or less what it is that you intend to accomplish in your dissertation. You may prepare a written statement of this if you prefer, but a verbal summary is fine. The PhD director chairs the meeting and invites each professor to give you their feedback. Your dissertation chair takes notes on the suggestions. Professors may ask you questions of clarification or explanation about your proposal. Answer freely, explaining what led you to include the different aspects of your proposal.

After each professor has had the opportunity to give their input you are asked to leave the room. The professors deliberate over the proposal as presented asking such questions as: Is this a doable dissertation? Is the problem statement clear and does the purpose statement unmistakably address the problem? Does the methodology fit with the purpose? Can this dissertation be done in 100,000 words or less? After deliberation the faculty present vote to accept the proposal as written, accept it with revisions, or reject it.

Your dissertation committee chair informs you of the outcome of the faculty's deliberations. If your proposal is accepted without changes your chair refers it to the PhD office for inclusion on the PhD committee agenda. If you are required to make revisions you make them under the direction of your chair. When the corrections are made your chair submits the revised proposal to the PhD office for inclusion in the PhD committee agenda. If your proposal is rejected you go back and work on it more making suggested modifications and developing the dissertation concept in another way. Your rewritten proposal goes through the above review process.

The PhD committee votes on your proposal when it has successfully passed review. If it is approved by the PhD committee you are authorized to begin your research. It is understood that further study and research on your part may result in further modifications of your dissertation plan and outcome. The approval of your proposal is like getting a driver's license to do your research. The faculty are giving their approval that they feel the problem is clear, the purpose fits the problem, and the methodology will serve as an appropriate tool for coming to valid conclusions.

Writing the Dissertation

Writing a dissertation is a process that requires careful planning, critical analysis, attention to detail, and probably above all, good time management. You are allotted 5 years to complete the comprehensive exams and another 5 years to write the dissertation. If you pass your comprehensive exams in less than 5 years the writing period for the dissertation is still 5 years.

The primary person you work with in preparing your dissertation chapters is your dissertation committee chair. The usual process is for you to submit a completed chapter to the chair for review. The chair reads your chapter and gives you feedback within 2 weeks if the chapter is 70

pages or less, within 4 weeks if longer. You make corrections and modifications in collaboration with your chair until the chair is satisfied with the product. The chair then submits your chapter to the other members of your dissertation committee for their review. You incorporate their suggested changes in your chapter under the direction of your chair. Then you move to writing the next chapter, and so on until your dissertation is completed.

Numerous helpful tools are available about the dissertation writing process such as *Destination Dissertation* by Sonja K. Foss and William Waters, *Demystifying Dissertation Writing* by Peg Boyle Single, and *Your Guide to Writing Quality Research Papers* by Nancy Jean Vyhmeister and Terry Dwain Robertson. Be sure in setting up the formatting for citation, footnotes and bibliography that you follow the manual of style used by your department. The formats for the departments in the seminary are as follows:

<u>Department</u>	<u>Manual of Style</u>
• Archaeology	BASOR
• Church History	Turabian
• Mission	Turabian
• New Testament	SBL/Turabian
• Old Testament	SBL/Turabian
• Theology and Christian Philosophy	Turabian

Below is an estimated reverse timeline for those students who are currently writing their dissertation and looking toward graduation:

Goal	May	December	August
Dissertation to Dissertation Office	November	May	January
Dissertation Cleared for Defense	January	August	April
Oral Defense of Dissertation	March	October	June
Graduation	May	December	August

Dissertation Defense

When your dissertation is complete to the satisfaction of your dissertation committee the chair informs the PhD office. The finished product is submitted to the university dissertation secretary for style and formatting review. The dissertation secretary oversees review of many dissertations. It depends on how many are ahead of yours and how many corrections your dissertation needs as to when the process will be complete. The dissertation secretary will communicate with you about any revisions. You make the revisions and submit the revised copy to the dissertation secretary.

When the dissertation secretary informs the PhD office that the dissertation is ready for defense a minimum of 6 weeks must elapse before the defense.

In consultation with your dissertation committee chair you may suggest names for the external examiner. Your chair communicates this list to the PhD director. The PhD director in consultation with the seminary dean selects the external examiner. This may be a person on your list or someone else as the PhD director and the seminary dean see fit. You are not to have communication with the external examiner until the defense. The PhD director in consultation

with the seminary dean also appoints a fourth reader of your dissertation, typically an Andrews University faculty member. Your dissertation committee, the fourth reader and the external examiner make up the dissertation examination committee.

The defense is set for a day when the dissertation examination committee can all be present. Two hours are allocated for the oral defense. A dissertation defense is a public event. Individuals interested in attending the defense contact the PhD office to have their names included on the list for the defense attendance.

You should arrive early for the defense and be dressed professionally. The PhD director will indicate where you will be seated. The PhD director or a designate chairs the defense. Along with the dissertation examination committee a representative from the School of Graduate Studies will be at the defense. Other interested individuals may attend and quietly sit in the audience during the defense. Once the defense begins no one else is admitted to the room.

The defense begins with announcements and opening prayer. Two rounds of questions from the dissertation examination committee commence, starting with questions by your dissertation committee chair. Most commonly the dissertation chair starts with a question as to why you chose the topic of your dissertation or else asks you to summarize your findings. This is an opportunity for you to briefly indicate your goals and outcomes in the research.

The first round of questions is done in a formal manner with each professor given approximately 10 minutes. The external examiner is commonly given 15 minutes. Answer their questions succinctly and clearly. The second round of questions is more informal in format with no set order of questions from the examiners. This second round is more like a conversation, but with questions to you.

At the end of the two hour period the candidate and the audience are dismissed from the room and the dissertation examination committee goes into executive session. The committee members discuss and then vote on your dissertation. There are four levels they can choose from:

- Dissertation accepted without revisions
- Dissertation accepted with minor revisions
- Dissertation accepted with major revisions
- Dissertation rejected

In order to pass the defense there must be at least 4 of the 5 votes in the accepted categories. The chair of your dissertation committee receives all recommended changes from the dissertation examination committee. The candidate and audience are invited back into the room for the announcement of the decision.

Rejection of a dissertation terminates the student's doctoral candidacy. However, the PhD Committee may allow the student to write and submit another dissertation. In this case the PhD Committee specifies which requirements apply including possible further coursework and comprehensive examinations.

See Appendix 5

Completing the Dissertation

If your dissertation is accepted you make any necessary corrections and modifications under the direction of your dissertation committee chair. Submit the corrected copy to the PhD office. We submit it to the dissertation secretary for review. The dissertation secretary will inform you of any needed modifications. When these are made you submit the corrected copy to the PhD director for review. This copy is also reviewed by the dean of the seminary. When they are satisfied with the corrections they sign the dissertation approval sheet where the dissertation examination committee signed.

Your dissertation defense must be a minimum of 4 weeks before your planned graduation date. The final dissertation draft with signed approval must be submitted to the dissertation secretary no later than 2 weeks prior to your planned graduation date.

Solving Problems

It is our goal in the PhD office to make your experience in the program one of joy and deep learning. We seek to make the administrative details of the PhD program easy to navigate with a minimum of concern for you.

We recognize that questions and problems arise from time to time and we are here to help you solve these. Our door is always open and you are welcome to come and share any needs with us. Below are listed some steps in resolving a number of common problems that arise.

Preventing Problems

The easiest way for us to help you avoid any challenges is to have contact with you each semester. As part of the registration process the PhD director talks with you in a short interview. This interview has two purposes. The first is to verify that your program is moving forward smoothly without problem issues that might hamper your progress. The other is for the director to stay in touch with you in order to better represent the PhD students to the administration and donors. The PhD administrative assistant is also ready to help you solve many issues.

Registration Questions

The PhD office prepares a check sheet for each student that reflects your progress in the program. The director gives you a copy of this at registration time. Look it over carefully, it is designed to show your progress and position at a glance. If there is something on the form you do not understand, please ask for an explanation. If there is some error, please let us know so that we can correct it.

Students on F-1 or J-1 visas are required to take a minimum of 8 credits two semesters per year in order to maintain their visa status. You cannot register if you have more than 2 I or DG grades. Plan your work carefully to avoid any problems in this regard. Your check sheet reflects all of your grades including DGs. The program director will discuss these matters with you. If you have family or health circumstances that affect your ability to take a full course load, discuss the matter with the program director. The program director will work with you to resolve any problems.

Certain courses count for full time enrollment while not having any credits. They are defined in the Andrews University bulletin and are known as Continuation Courses. These include Comprehensive Examination Preparation, Dissertation Proposal Preparation and Dissertation

Continuation. If you are signed up for one of these you are counted as a full time student. You are also full time if you are taking any number of dissertation credits in the dissertation phase (not in coursework phase).

Petitions

If you have a course need that is outside of the normal pattern of the program you can obtain a petition form from the PhD office (also available online) and fill it out to request an exception. We can help you determine what you need to do in order make your request. Your advisor signs the form and your department chair does as well. Bring the completed form to the PhD office for processing. The PhD director will let you know if your petition was approved. If it is not approved we can also help you plan other ways to meet requirements.

Disagreements

An important part of becoming a scholar is developing good personal relationships. Our office is dedicated to the highest ethical standards in personal relationships between students, staff and faculty.

If you encounter difficulty in relationship with a professor or staff member, depending on the nature of the problem, the first step is usually to talk with the professor or staff member about the matter. Sometimes that is not possible or advisable. In such cases you may talk with your department chair or with the PhD director about the problem. We will do all in our power to help you resolve the problem or refer it to the proper individuals to assist with the situation. We maintain confidentiality concerning student problems.

Appendix 1: Student Journey

1. Application
2. Acceptance
3. Coursework
 - a. Prerequisites
 - b. Required courses
4. Dissertation proposal
 - a. Form dissertation committee
 - b. Write proposal
 - c. Defend dissertation proposal
5. Comprehensive Exams
 - a. Complete exam schedule
 - b. Complete exam contracts
 - c. Study for comprehensive Exams
 - d. Take comprehensive exams
 - e. Advance to Candidacy
6. Dissertation
 - a. Write dissertation
 - b. Get approval from chair and committee
 - c. Turn in document to dissertation secretary
 - d. Schedule defense
 - e. Defend dissertation
 - f. Make corrections
 - g. Submit corrected dissertation to dissertation secretary
7. Graduate

Appendix 2: Evaluation Categories for Archaeological Fieldwork Rubric

	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
Organization skills <ul style="list-style-type: none"> • Can organize the different tasks necessary for setting up and maintaining an excavation team • Makes sure there are sufficient supplies, tools, and equipment for the tasks at hand • Keeps track of budget-related item, i.e. organizes receipts of expenditures • Assigns tasks in an efficient and meaningful way 			
Paperwork/reports <ul style="list-style-type: none"> • Reports are timely • Reports are neat /legible • Demonstrates an understanding of what is being excavated • Reports are complete • Presents results in appropriate forums, i.e. publications, scholarly presentations, posters, etc. 			
Excavation technique <ul style="list-style-type: none"> • Aware of stratigraphic problems • Practices neat and clean excavation technique • Can identify and follow strata, architectural phases, etc. • Can develop appropriate excavation strategy for specific problems 			
Interpersonal skills <ul style="list-style-type: none"> • Positive: Works to keep morale of the entire team positive • Leadership: Can take charge but is not dictatorial • Team player: Always aware and concerned about others on the team • Helps others: Pitches in to help others if they have an unexpected or unusually large dig assignment 			
Specialty expertise <ul style="list-style-type: none"> • Ceramics: Knows basic typology for the site/region where the excavation is being conducted • Dating: Understands how to date historical and material culture • Material Culture: Aware of the various objects, architecture, etc., that are common in the region of excavation • Historical Context: Knows basic history of the research area 			

Appendix 3: Comprehensive Exams

Areas of Examinations

For the comprehensive examinations in Archaeology and History of Antiquity, the student may select from among the following four areas (each to be tested by a separate examination of 6-8 hours):

1. Archaeology by Sites
2. History of Antiquity
3. Archaeological Methodology
4. Archaeology by Periods

Content of Examinations

1. Examination 1: Archaeology by Sites (OT Emphasis) (6-8 hours)
 - a. **Major Sites:** The student will be examined in the history of excavation, results by strata and periods, and special problems relating to four of the following sites: Hazor, Lachish, Megiddo, Samaria, Bethshan, Gezer, Shechem.
 - b. **Minor Sites:** The student will select six (6) sites from the following list and will be examined about their contribution to our understanding of the culture, history, and religion of Cis- and/or Trans-Jordan: Ai, Amman, Arad, Ashdod, Bab edh-Dhra, Caesarea, Dan, Deir Alla, Dibon, Gibeon, Heshbon, Jerash, Jericho, Masada, Petra, Qumran, Shiloh, Teleilat el-Ghassul, Tell Beit Mirsim, Tell Fara (N), etc.
 - c. **Jerusalem:** The student will be examined in the recent archaeology of Jerusalem.
 - d. **Archaeology, Faith, and History:** This portion of the examination will focus on the nature of the impact archaeology has on both faith and history.
2. Examination 2: Archaeology by Sites (NT Emphasis) (6-8 hours)
 - a. TBD
3. Examination 3: History of Antiquity (6-8 hours)
 - a. **Historiography:** This part of the examination will focus on the nature of the historical evidence from Mesopotamia and Egypt. It will also cover the biblical view of history and the Bible as history.
 - b. **Ancient History:** The student will select two distinct periods from Mesopotamian history and two distinct periods from Egyptian history over which he or she will be examined. Only one of the periods selected for Mesopotamia may correspond to the same time-frame in Egypt. One of the Egyptian [periods selected must be either the 12th dynasty or the 18th and 19th dynasties. The questions will integrate biblical history wherever possible.
 - c. **Historical Geography:** The student will be examined in the historical geography of Palestine in the biblical period.
4. Examination 4: Archaeological Methodology (6-8 hours)
 - a. **History of Archaeology:** The student will be examined in the history of the discipline including the recent debate about its proper terminology.

- b. **Field Work:** The student will be examined in the history of the various excavation methods, their strengths and weaknesses and their main proponents. The history of archaeological surveying and current trends will also be included.
 - c. **Pottery Typology:** This portion of the examination will consist of the proper sequencing of pottery from the Siegfried H. Horn Archaeological Museum with arguments to support the sequencing selected.
5. Examination 5: Archaeology by Periods (6-8 hours)
- a. **Survey of Periods:** The main characteristics of the Neolithic through the Ayyubid/Mamluk periods. The student should have a good general knowledge of the nature of the evidence which relates to each period. This includes also a knowledge of the geographical distribution of the evidence.
 - b. **Specific Period:** The student will select one period such as Early Bronze, Middle Bronze, Late Bronze, Iron I, etc., where he/she will be examined in greater detail about culture, politics, religion, and modes of livelihood as these are illuminated by archaeology. A knowledge of key sites that formulate the basis for our understanding of the period in question is also expected.
 - c. **Archaeology, Faith and History:** This portion of the examination will focus on the nature of the impact archaeology has on both faith and history.

Appendix 4: Comprehensive Exam Schedule & Contract

COMPREHENSIVE EXAMINATIONS

(Student's name)

1. Name of Exam:
Examiner: (Name of faculty)
Exam Time: 6 - 8 hours
Examiner agrees: _____

2. Name of Exam:
Examiner: (Name of faculty)
Exam Time: 6 - 8 hours
Examiner agrees: _____

3. Name of Exam:
Examiner: (Name of faculty)
Exam Time: 6 - 8 hours
Examiner Agrees: _____

4. Name of Exam:
Examiner: (Name of faculty)
Exam Time: 6 - 8 hours
Examiner Agrees: _____

Adviser Approval: _____
Signature (recommendation to Ph.D./Th.D. Committee)

Date: _____

Andrews University, PhD Comprehensive Exam Contract

Student Name: _____ I.D. # _____

Area of Concentration: _____ Cognate: _____

Test no.: _____ Test Section: _____ Test Topic: _____

Examining Professor: _____

Exam Format: Written Take home (1 week limit) Oral Exam (1-2 hours)

Note: At least 3 of the 4 exams must be written. Each written comprehensive exam has a maximum time limit of 8 hours for the entire exam.

Contract Instructions: The contract must outline the broad areas to be covered in the exam and provide any specific limitations for the exam. A bibliography for study must also be included.

Areas of Study:

Specific limitations:

Bible and/or other materials allowed during the exam:

Bibliography:

Student Signature: _____ Date: _____

Professor Signature: _____ Date: _____

Date received in the PhD Office: _____ Signature: _____

Date reviewed by the PhD director: _____ Signature: _____

Appendix 5: Defense Ready Procedures

Clearance

1. The committee clears the dissertation for defense and informs the PhD office.
2. The committee chair emails an electronic copy of the dissertation to:
dissertationoffice@andrews.edu
3. The student delivers a paper copy of the dissertation to the dissertation office (*The dissertation office is located in the graduate dean suite - 3rd floor admin. building*).
4. The committee chair sends an email to the PhD program director listing the committee's recommendation for the following:
 - External Examiner (4 options) – include contact information (phone and email)
 - Fourth Reader (4 options) – typically on AU campus
 - Committee's availability for the defense (dates given should include availability for 3 months beginning 6 weeks from the date the email is sent to the program director).

Dissertation Office / Corrections

1. Plan on at least 2-4 weeks for the dissertation office to read and mark corrections.
2. The dissertation office communicates with the student when the dissertation is ready to pick-up for the corrections to be made.
3. The student makes corrections and re-submits the corrected dissertation to the dissertation office.
4. Plan on at least 5-7 days for the dissertation office to review corrections.

Defense Planning

1. The dissertation office emails the PhD office with notification of clearance for defense.
2. The PhD office notifies the committee chair and the student.
3. The defense is scheduled a minimum of 6 weeks later to give the fourth reader and the external examiner time to read the dissertation.
4. The student must defend a minimum of 4 weeks before the projected graduation date.
5. Corrections must be completed, submitted and all approvals signed a minimum of 2 weeks before the projected graduation date.