# PhD Program Handbook
Calvin Theological Seminary
August 2021

## Table of Contents

I. General Description of the PhD Program .............................................................. 1  
II. PhD Program Learning Outcomes ................................................................. 2  
III. Admission to the PhD Program ................................................................. 2  
IV. Visiting Students ....................................................................................... 4  
V. Tuition, Fees, and Financial Aid ................................................................. 5  
VI. Library Resources .................................................................................... 7  
VII. Foreign-Language Requirements .............................................................. 8  
VIII. Course Work .......................................................................................... 9  
IX. Comprehensive Examinations ................................................................. 12  
X. PhD Candidacy, Deadlines, and Extensions .............................................. 15  
XI. Dissertation Requirements ....................................................................... 16  
XII. Required Sequence of Items in Dissertations ....................................... 25  
XIII. Academic Regalia ................................................................................ 27  
XIV. Teaching Resources and Experience ..................................................... 28  
XV. Advice in Searching for a Teaching Position .......................................... 28  
XVI. Disclaimer ................................................................................................ 32  
Appendix A: PHD PROGRAM ANNUAL COURSE PLANNING FORM .......... 33  
Appendix B: TEACHING AND STUDENT FORMATION RUBRIC ............... 34  
Appendix C: PHD COMPREHENSIVE COMMITTEE FORM ....................... 35  
Appendix D: COMPREHENSIVE EXAM RUBRIC ....................................... 36  
Appendix E: PHD COMPREHENSIVE EXAM REPORT .................................. 37  
Appendix F: DISSERTATION REPORT FORM ............................................. 38  
Appendix G: DISSERTATION RUBRIC ............................................................ 40  
Appendix H: SAMPLE DISSERTATION TITLE PAGE .................................... 42  
Appendix I: CTS NON-EXCLUSIVE DISTRIBUTION LICENSE .................. 43  
Appendix J: BIBLIOGRAPHIES FOR COMPREHENSIVE EXAMINATIONS .... 44  

Note: This PhD Program Handbook is also available on the Calvin Seminary website.
This handbook includes policies, procedures, and guidance pertinent to the PhD program at Calvin Theological Seminary. Students should consult it throughout their time in the PhD program. Students should also consult the current edition of the Calvin Theological Seminary Student Handbook (available on Calvin Seminary’s website), which contains material pertinent to students in all programs at the seminary.

I. General Description of the PhD Program

The graduate program leading to the Doctor of Philosophy (PhD) degree is designed to afford students advanced training in independent inquiry, academic research, critical analysis, and scholarly writing as they define their own theological positions in dialogue with other points of view. It is aimed at equipping scholars from all parts of the world for teaching and research in colleges, theological seminaries, and universities and for general ecclesiastical leadership.

Although the faculty of Calvin Theological Seminary is committed to the confessional and theological standards of the Christian Reformed Church and the PhD program is designed to promote advanced scholarship from a Reformed perspective, students from other traditions are welcome to apply. Exposure to and dialogue with other points of view are necessary parts of the PhD program. The academic freedom to probe the foundations of Reformed theology and to explore the validity of other approaches is a fundamental assumption of the PhD program.

Concentrations are presently offered in the areas of the History of Christianity, Systematic Theology, Philosophical Theology, Moral Theology (Ethics), and New Testament.

The PhD program requires at least two years of full-time study in residence, during which students complete course work and begin preparing for or taking comprehensive examinations and begin identifying a dissertation topic. Students are strongly encouraged to remain in residence until the dissertation is complete.

Students are permitted to enroll on a part-time basis, but part-time students ordinarily will not compose more than one-fourth of the PhD student body. Part-time students who have not fulfilled the course requirements must take three or four courses per academic year. Part-time students must remain in residence until completing course requirements (typically three or four years).
During or following residence, the student undertakes comprehensive examinations, successful completion of which is a condition for PhD candidacy. The program is concluded when the student writes, successfully defends, and submits final copies of the dissertation.

The Director of PhD Studies and the Assistant to the Director of PhD Studies take care of administrative matters specific to the PhD program. The PhD Studies Committee has responsibility for overseeing the PhD program. The committee will call upon the expertise of other members of the seminary community as needed in the discharge of its responsibilities.

II. PhD Program Learning Outcomes

The PhD program serves the mission of CTS by emphasizing the following learning outcomes:

1. MESSAGE
   1.1. Students have general competence in several areas of theology and/or biblical studies and expertise in specific topics in one area.
   1.2. Students can engage in sound scholarship that exhibits independent inquiry, academic research, critical analysis, and scholarly writing.

2. PERSON
   2.1. Students exhibit the fruit of the Holy Spirit by providing thoughtful, fair, and respectful analyses and interpretations that recognize the strengths of positions with which they disagree and the weaknesses of positions with which they agree.

3. CONTEXT
   3.1. Students can articulate ways in which theological positions, including their own, grow out of and address various contexts

4. GOAL
   4.1. Students are equipped for teaching, research, and formation in colleges, theological seminaries, and universities.
   4.2. Students engage in theology that advances biblical and theological understanding for the academy and the church.

III. Admission to the PhD Program

A. Qualifications for Admission

To qualify for admission to the Doctor of Philosophy degree program, an applicant must:

   1. be the graduate of an accredited college;
2. possess a Master of Theological Studies, Master of Divinity, or Master of Theology degree from an accredited school or must possess the equivalent of such degrees;

3. have a previous record that shows outstanding academic performance, with a minimum cumulative GPA of 3.3;

4. present evidence by way of transcript or otherwise that he or she knows Hebrew, Greek, and a modern foreign language—preferably German, French, or Dutch (with a waiver of part of this admission requirement possible under certain circumstances);

5. submit scores of the Graduate Record Examination (GRE) as part of the application process; and

6. submit a twenty- to forty-page research paper that in the applicant’s estimation exhibits his or her best ability to do biblical or theological research and analysis. The paper may be one submitted for academic credit in a previous degree program, or it may be the result of independent research.

7. In addition, an applicant whose first language is not English must submit one of the following:
   a. IELTS (International English Language Testing System) minimum total score of 6.5, including a minimum score of 6.5 on the writing section, or
   b. TOEFL (Test of English as a Foreign Language) scores that meet one of the following standards:
      (1) a minimum total score of 90, including a minimum score of 23 on the writing section (internet-based test), or
      (2) a minimum total score of 575, plus a minimum of 4 on the TWE (paper-based test).

Official test results of the GRE (and TOEFL and TWE if required) must be sent directly from the testing agency to Calvin Theological Seminary. Please use Calvin Seminary’s institutional code 1096 in order to ensure that the Educational Testing Service sends scores directly to Calvin Seminary. Submitting results of the ETS Personal Potential Index is optional.

B. Forms for Admission

All applicants are required to submit the following:

1. A completed application, preferably submitted online.
2. Official transcripts showing all college, seminary, and university degrees and credits.

3. Three letters of recommendation (two from professors with whom the applicant has studied and one from a leader in the applicant’s home church) using the forms available online with the application form.

4. An application fee of $50.

Applications for admission in a given year must be complete by January 15 of that year. Decisions regarding admission to the PhD program will be communicated by the Calvin Seminary Director of PhD Studies, ordinarily in mid-March.

IV. Visiting Students

The PhD program welcomes those who are enrolled in other PhD programs in the United States and wish to enroll in courses at Calvin Seminary for one or more academic terms. The following policies apply:

A. PhD students in other programs in the United States who wish to enroll as visiting PhD students at Calvin Seminary should submit the following information in order to apply: A completed PhD application form, including a statement of purpose for study at Calvin Seminary; a transcript of the student’s doctoral work in progress; and at least one letter of recommendation from the student’s current faculty advisor and/or Director of PhD Studies. The application fee is the same as for regular applicants. Applicants for visiting PhD student status should indicate on the application the results of scores on standardized tests, but need not submit official copies of such tests.

B. Visiting PhD students shall have full campus privileges and permission to audit or take for credit any courses offered at Calvin Seminary.

C. Visiting PhD students shall be charged a fee equal to one-sixth of the current annual PhD tuition charge for each course taken for credit. They shall be charged the current auditing fee for courses audited.

D. The PhD Studies Committee has the right to grant a tuition scholarship of up to half of the tuition charge (excluding auditing fees) for visiting PhD students. Although visiting PhD students may apply to live in Seminary housing, they are not eligible for PhD living stipends or rental subsidies.

E. Like all other students, visiting PhD students shall be responsible for maintaining health insurance for themselves and their dependents.  
(Grad. Studies Comm. minute #358, 11/20/96; Faculty minute #4895f, 12/06/96)
V.  Tuition, Fees, and Financial Aid

A. Tuition for PhD study in the year 2021-22 is as follows. Tuition charges are adjusted annually:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Tuition Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time first- and second-year</td>
<td>$18,300</td>
</tr>
<tr>
<td>Full-time third- and fourth-year</td>
<td>9,150</td>
</tr>
</tbody>
</table>

B. PhD students pay tuition based on their enrollment in the PhD program. They are not charged separately for each PhD course.

C. The following fees apply to students in the PhD program. These fees are adjusted annually:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee to accompany application for admission</td>
<td>$50</td>
</tr>
<tr>
<td>Late registration fee</td>
<td>50</td>
</tr>
<tr>
<td>Fee for late payment of tuition</td>
<td>30</td>
</tr>
<tr>
<td>Graduation fee (adjusted annually)</td>
<td>132</td>
</tr>
<tr>
<td>PhD foreign-language retesting fee</td>
<td>50</td>
</tr>
<tr>
<td>PhD annual continuation fee for 2021-22*</td>
<td>397*</td>
</tr>
<tr>
<td>Dissertation Printing, Binding &amp; Shipping Fees**</td>
<td>As billed to Seminary**</td>
</tr>
</tbody>
</table>

*This fee is adjusted annually. It is effective the fifth year after beginning the program (the seventh year for half-time students).

**This fee varies based on how many copies are ordered.

D. PhD fellowships, assistantships, tuition scholarships, rental subsidies, and living stipends are available to students in the PhD program at Calvin Seminary whose work is of high quality, who show promise of scholarly contribution, and who have financial need. Recipients of financial awards, including PhD fellowships and assistantships, must pay tuition charges from the proceeds of the award. Awards are made by the PhD Studies Committee.

1. Receipt of a PhD fellowship assumes full-time study in the PhD program. Recipients of PhD fellowships should contact the Director of PhD Studies if they intend to work in addition to holding a fellowship.

2. PhD assistants serve for an average of up to 10 hours per week during the fall and spring semesters assisting a faculty member who teaches in the PhD program.

3. PhD living stipends are available on the basis of financial need to students who are in residence.

4. Students who wish to be considered for PhD fellowships, PhD assistantships, PhD tuition scholarships, and/or living stipends must complete an application every year by February 10 for the upcoming academic year. Financial aid forms are available on the Financial Aid section of Populi’s Links page.
5. Calvin Seminary offers financial support to PhD students for a maximum of four years (six years in the case of part-time students).

E. For purposes of financial aid, scholarships, and immigration documentation, a PhD student maintains a full course load by doing one of the following:

1. Taking 9 PhD credit hours per semester for the coursework phase of the program (two years). (Note: International PhD students must take at least 9 credit hours per semester to maintain their F-1 immigration status);

2. Paying full-time tuition during the comprehensive examination and dissertation phase of the program (two additional years), while completing comprehensive examinations, submitting a dissertation proposal, and making satisfactory progress on the dissertation;

3. Paying the annual continuation fee, taking the dissertation seminar, maintaining residence, and maintaining satisfactory progress toward the goal of completing the dissertation. If there is a question about whether the student is maintaining satisfactory progress, the question will be resolved by the Director of PhD Studies.

F. Calvin Seminary offers limited financial assistance to reimburse PhD students for reasonable travel expenses to present papers at significant academic conferences. Before attending a conference, a PhD student should get an “Application for CTS Travel Scholarships” from the Academic Office and submit it to the Academic Office. Ordinarily, funds for student travel may be granted (a) only to students who are at least in their second year of study, (b) only once per student per each CTS degree program in which the student is enrolled, (c) only for students who are presenting a paper, responding to a paper, or presenting as part of a panel at that conference, and (d) only for 50% of the cost of travel (airfare or car mileage, whichever is less costly), lodging, and registration (not meals), up to a maximum of $500. Receipts for this travel should be turned into the Financial Aid Office.

G. Some foundations, organizations, and churches support students engaged in PhD studies. Some organizations that offer support are John Stott Ministries, The Fund for Theological Education, and Scholar Leaders International. In addition, some organizations support post-doctoral study (e.g., the Lilly Fellows Program in Humanities and the Arts at Valparaiso University). If you think you may be eligible for such support, please contact either the awarding agency or the Director of PhD Studies.
VI. Library Resources

The Hekman Library of Calvin University and Calvin Theological Seminary has extensive holdings in biblical studies, theology, philosophy, and history, and houses the H. Henry Meeter Center for Calvin Studies, one of the finest collections of resources for studies in Calvin and the Reformed tradition. The library’s 785,000-volume collection of books, government documents, and bound periodicals, as well as 808,000 items of microform, arranged according to the Library of Congress classification, is housed on four floors of open stacks. The library subscribes to approximately 2,300 periodicals in print format, and makes over 300,000 books and periodicals available electronically. The theological section is located on the fourth floor of the library.

A. The Hekman Library has established the following policy for loaning books to PhD students:
   1. The maximum number of books to be checked out at any one time is 100.

   2. The loan period will be 26 weeks, with one renewal if requested, with the books to be presented at the circulation desk.

   3. Any book may be recalled, if requested by another patron, two weeks after the book has been checked out. Recalled books should be returned as soon as possible, but no later than the date specified in the recall notice.

   4. The fine policy is listed on the Library website: library.calvin.edu/policies

   5. When PhD students check out a book, the computer will make the correct (26 weeks) entry, but the Circulation person may need to be reminded to use the correct due date stamp.

   6. The library asks that PhD students use this privilege responsibly. It is intended for research purposes, not for books for family and friends.

B. Study Carrels

Hekman Library has a number of semi-private study carrels designated for the use of PhD students. PhD students should speak to a theological librarian to be assigned a carrel and to obtain a key for access to the carrel. If there are more PhD students than carrels, priority will go to students who are actively using the library to work on their dissertations, then to students working on PhD comprehensives, then to students engaged in course work. After a student has had a PhD carrel for five years, the theological librarians have the discretion to decide that the student no longer merits the highest priority.
VII. Foreign-Language Requirements

A. General Requirements

1. The PhD program requires successful completion of examinations in two modern foreign languages besides English (German and French for all areas of concentration; or Dutch for those concentrating in theology). Some students concentrating in theological areas may be required to pass a competency examination in Latin. Some students concentrating in or planning to take a comprehensive exam in New Testament may be required to pass a competency examination in Greek.

2. Students who ask to be tested in a different modern foreign language must demonstrate that this alternative is essential for their course of study and that there is a significant body of relevant theological literature in this language. A student who requests approval of a different language should address a written request to the PhD Studies Committee by way of the Director of PhD Studies.

3. These examinations will be offered three times per year, once in the fall and again during the winter and spring. The dates for these examinations will be announced well in advance.

4. No fee is charged for the first administration of a competency examination in any language. Retesting is subject to a fee.

5. Students must contact the Assistant to the Director of PhD Studies to register for these examinations.

6. Students must take one of the language examinations at the beginning of the first year of course work.

7. Students who have not passed the first language examination may enroll in the second semester of PhD courses only if they are enrolled concurrently in college-level course work in that language.

8. Students who have not passed the second language examination may enroll in the second semester of second-year PhD courses only if they are enrolled concurrently in college-level course work in that language.

9. Students may not take comprehensive examinations until they have met all language requirements.
B. Examinations

1. Foreign-language tests will be offered in at least three languages (German, French, and Dutch). Students taking the German test will not be required to read Gothic (Fraktur) script.

2. Each test will consist of (a) a text of approximately 300 words to be translated by the student into English; and (b) a related passage of approximately 300 words which will be the basis for three questions of comprehension to be answered in one sentence each.

3. The examination will be done on a word processor provided by the seminary. Students will have a maximum of two hours to complete the examination. Students for whom English is a second language may have an extra hour to complete the examination.

4. The translation section will be weighted as 80% and the comprehension questions as 20% of the test.

5. A student must achieve an overall score of 70% to pass the test.

6. A student may provide a dictionary, but not a grammar text, to use during the examination.

7. Test results will be communicated by means of an email.

VIII. Course Work

Courses focus on major topics in biblical and theological disciplines and on areas of current faculty interest and research. They are designed to introduce students to proper research methods and their application as well as to important theological issues and developments.

A. Course Requirements for the PhD Degree

1. During the first year in residence, ordinarily in the Fall, all students must take course 901P, “Research Methodology,” which is a prerequisite to all other PhD-level courses (although typically two other PhD-level courses are taken concurrently with 901).

2. Students are required to complete a total of twelve PhD courses for credit in biblical or theological content areas. Full-time students take six courses per year (typically three per semester) for two years. Part-time students take either four courses per year for three years or three courses per year for four years.
3. In addition to the twelve required PhD courses in biblical or theological content areas, students in the program must take 903P, “Teaching and Student Formation,” during the first two years in the program.

4. At least three courses must be taken in the student’s discipline of specialization and at least two courses in each of the other three areas.

5. Students may choose to take more than the required number of courses for credit without paying additional tuition. Those needing additional work in an area may be advised to take more than the required number of courses.

6. Admission to degree candidacy depends in part on the achievement of a minimum 3.33 cumulative grade-point average for PhD course work.

8. No grade lower than a B will be accepted for credit.

9. Students whose GPA is significantly below 3.5 after one year of residence will be advised to terminate their graduate studies or apply for a more suitable graduate program.

10. Students must take 902P, “Dissertation Seminar,” for at least two years after completing PhD comprehensives (in person if they reside in the Grand Rapids area or by video conferencing if they are at a distance). These seminars are offered on a credit/no credit basis and do not count toward the twelve required courses in the program.

B. Annual Course Plan

Each year, during the registration period for Fall courses, students who have not completed course work must submit an Annual Course Planning Form. This form shall be completed in a meeting with a committee consisting of the Director of PhD Studies and another faculty member who teaches in the PhD program. This document lists any courses the student has already taken in the PhD program and those planned for the upcoming year (see Appendix A).

C. PhD Courses and Seminars

**Interdisciplinary**
901P Research Methodology
902P Dissertation Seminar
903P Teaching and Student Formation

**History of Christianity**
930P Documents and Issues in Reformation and Post-Reformation Thought
Reformed Symbolics: The Confessions and Catechisms of the Reformed Churches
The Theology of John Calvin
Faith Formation in the Early Church
Patristic Theology: Trinitarian Debate and Council of Constantinople
Life and Thought of Augustine
PhD Seminar: History of Christianity

**Systematic Theology**
Theology of Revelation
The Nature of Theology and Doctrine
Theology of the Incarnation
Theology of the Atonement
The Theology of Karl Barth
Theology of the Trinity
Twentieth-Century Dutch Reformed Theology
The Theology of the Holy Spirit
The Theology of Jonathan Edwards
Issues in Theological Anthropology
PhD Seminar: Systematic Theology

**Philosophical and Moral Theology**
Philosophical Issues in Christian Theology
Philosophical Foundations of Modern Theology
The Christian Moral Tradition
Post-Enlightenment Critique of Religion
Christian Political Theology
The Theology of Vocation
PhD Seminar: Philosophical Theology
PhD Seminar: Moral Theology

Descriptions of these courses and seminars can be found in the Academic Catalog, which is available on the Calvin Seminary website. PhD courses are open to qualified ThM students by permission of the Registrar.

PhD courses can be scheduled three hours per week (150 minutes plus a 15-minute break) for nine sessions per semester, or two hours per week (115 minutes plus a 10-minute break) for twelve sessions per semester. If a course meets nine sessions per semester, the instructor will, no later than the first day of class, inform the students which weeks during the semester the class will meet. The three weeks that the class does not meet may be distributed throughout the semester as the instructor determines. For example, a course might meet 3 hours per week for 9 sessions, followed by 3-4 weeks at the end during which students focus on researching and writing a paper. Or a course might meet 3 hours
per week for six or seven weeks, followed by a break for three weeks for paper writing, and concluded by two or three weeks in which students present summaries of their papers to other class members.

D. Other Seminars

Occasionally other non-credit seminars are offered, sometimes organized by departments, sometimes by the PhD office. These seminars may include sessions led by guest scholars.

E. Adding a Second Discipline of Specialization

A student who elects to add a second discipline of specialization must take at least three courses in each area of specialization, complete six instead of five written comprehensives (two each in the two disciplines of specialization), and write a dissertation that incorporates topics in both disciplines. A student who intends to pursue a second discipline of specialization must inform the Director of PhD Studies as early as possible in the student’s program.

F. PhD Credit for Courses Taken in a ThM Program

A student in the PhD program who has taken PhD-level courses at Calvin Seminary as part of a ThM program may petition the PhD Studies Committee (by way of the Director of PhD Studies) to have up to nine hours of those PhD-level courses applied to his or her PhD program. The PhD Studies Committee will make its decision on the basis of its evaluation of whether the work done in each course was at a PhD level.

G. PhD Transfer Credit for Courses Taken at Another Institution

A student who wants credit for course work done at another accredited institution must petition the PhD Studies Committee, preferably before enrolling in any course. The PSC will consider whether the course(s) are (1) taken at an ATS-approved research doctoral program or its equivalent (e.g., a PhD program outside the US and Canada) and (2) eligible for credit in that institution’s research doctoral programs.

IX. Comprehensive Examinations

A. Completion of the PhD program requires general competence in four areas of theology and/or biblical studies, mastery of a theological discipline or New Testament, and expertise in specific topics. General competence is demonstrated by sustaining five written comprehensive disciplinary examinations (five hours each; six hours each for students for whom English is a second language):
1. One general exam in the student’s area of concentration and one additional, specialized exam in that area that demonstrates mastery of the student’s likely dissertation area.

2. Three additional general exams selected from Old Testament, New Testament, History of Christianity, Systematic Theology, Moral Theology (Ethics), and Philosophical Theology. (Note: for students concentrating in New Testament, one of these exams must be in the area of Old Testament.)

In place of the second written examination in their discipline of specialization, the student may submit a draft dissertation proposal after consultation with their supervisor. The student will be questioned about the proposal at the oral comprehensive examination. The proposal must be submitted to the PhD office at one of the regularly scheduled written examination times. A student who has elected a second discipline of specialization must still take a second written examination in that area.

B. Before students begin their preparation for comprehensives, they should meet with faculty members (ordinarily, regular or adjunct faculty members in the disciplines in which the exams are taken) whom they would like to supervise the comprehensive examinations. Although one faculty member may supervise two comprehensive examinations for a student, ordinarily a student’s comprehensive exam committee will be composed of no fewer than four faculty members. Either before or after the initial meetings with faculty members, but no later than June 1 of the final semester of course work, a student must submit to the Director of PhD Studies a PhD Comprehensive Committee Form, which lists all courses taken (by discipline), the student’s GPA for PhD course work, and the student’s proposed committee and topics for PhD comprehensives (see Appendix C).

C. Either before or after meeting with each faculty examiner, the student should begin preparing a bibliography for that examination. A student’s bibliography should be based on the standard bibliography for the area (see bibliographies in the Appendices), but may be modified in ways acceptable to both the faculty examiner and the student. A student must submit a final bibliography to the faculty examiner for approval as early as possible, but no later than the registration deadline for the written examination.

D. It is not necessary to prepare for these exams alone or without help. Students may work together, consult with others who have taken the exams, and share notes. The key to success is understanding the material and being able to discuss it meaningfully. Having a good memory, reproducing material perfectly, and writing excellent answers is not enough. Students should understand what they have written well enough to explain and discuss it intelligently in the oral exam.
E. Students who are *handwriting* the written examinations will receive a copy of the exam and blank paper from the proctor and will write out their answers to the questions without the use of word processors. Students may not take any notes or cell phones into the examination room. Students may leave the examination room to use the restroom, but not to use a cell phone or to consult any sources or material. When leaving the examination room, students should leave the exam in the examination room as well as any answers that have already been written.

At the end of each handwritten examination, the Assistant to the Director of PhD Studies photocopies the written answers and gives a copy to the student. The student then uses the handwritten copy to make a typed copy to be submitted to the Assistant to the Director of PhD Studies by 3:00 p.m. on the next regular workday (preferably by e-mail attachment). If the student edits material for grammar or for clarification during typing, the edited material should be enclosed in brackets. Do not correct mistakes of content at this stage.

F. Students who are *typing* the written examinations will receive a copy of the exam from the proctor and shall use a Seminary-provided computer with nothing saved on the hard drive and no internet connection. Students shall type under the supervision of the proctor. Students may leave the examination room to use the restroom, but not to use a cell phone or to consult any sources or material, and must leave all exam materials in the room.

At the end of each typewritten examination, the proctor shall save the exam to a USB drive and immediately email a copy to the student, or email all exams simultaneously when they are finished.

G. Students may bring snacks and drinks into the testing room. All cell phones, tablets, computers, smart watches, and other materials must be left in a safe place outside the room.

H. A student has two options for the sequencing of the written comprehensive exams: (1) Take one exam at the beginning of the second year of course work, and the remaining exams in the Fall and/or Winter of the year after completing course work. (2) Take all the written exams in either one period or two consecutive periods (Fall-Winter or Winter-Spring) of the year after completing course work. Students are encouraged to complete these exams as soon as possible, preferably by the Winter of the year after completing course work.

I. The latest date by which comprehensives may be completed without special permission from the PhD Studies Committee is May of the year following residency requirements. Extension requests should be addressed to the PhD Studies Committee and submitted to the Director of PhD Studies.
J. In no case may comprehensive examinations be undertaken until all language requirements have been met.

K. The comprehensive examination process is completed by a two-hour oral examination based on the five (or six) written examinations. Students must take an unmarked copy of their typewritten answers to the oral examination.

L. No examination, written or oral, may be attempted more than twice.

X. **PhD Candidacy, Deadlines, and Extensions**

A. Admission to degree candidacy is granted when the following requirements are met:
   1. All course work is completed with a minimum cumulative GPA of 3.33.
   2. All language and comprehensive examinations have been sustained.

B. A student must submit an acceptable dissertation proposal within one year after admission to degree candidacy. All requirements for the PhD degree ordinarily must be completed within five years of admission to candidacy for the degree.

C. A student who cannot submit an acceptable dissertation proposal by the deadline (i.e., within one year of admission to degree candidacy) should, before the deadline arrives, submit to the Director of PhD Studies a written request for an extension, addressed to the PhD Studies Committee, giving a brief statement of the reasons for needing an extension and a proposed new deadline for submitting an acceptable proposal.

D. A student who cannot complete the requirements for the PhD degree by the deadline (i.e., within five years of admission to degree candidacy) should, at least one month before the deadline arrives, submit to the Director of PhD Studies a written request for an extension, addressed to the PhD Studies Committee. The request should include (1) the original deadline and any extensions given to date, (2) a brief statement of the reasons for not being finished by the deadline, (3) a brief account of the progress on the dissertation to that point, (4) a proposed schedule for completing each chapter, submitting a defense copy, and defending the dissertation, (5) a proposed new deadline for submitting final copies and completing all program requirements, and (6) a statement that the student is current in paying the continuation fee. In deciding on a request for extending the deadline for completing program requirements, the PhD Studies Committee will take into account the supervisor’s recommendation, including any recommendation on whether the dissertation proposal needs to be updated. In order to receive an extension, the student must be current in paying the continuation fee. The Director of PhD Studies will communicate the committee’s decision to the student.
E. A student who has not paid the continuation fee for two years or who is more than one year beyond the deadline for completing the program without requesting and receiving an extension will be considered to have discontinued study in the program.

F. A student who discontinues the PhD program after completing PhD comprehensive examinations may request a ThM degree from Calvin Theological Seminary in the student’s area of specialization.

XI. Dissertation Requirements

A. Topic

Students should give thought to the choice of a dissertation topic early in their programs.

B. Proposal

1. The dissertation proposal (approximately 2,500 to 3,000 words, or eight to ten double-spaced pages, excluding the bibliography) should state a thesis: What, exactly, does the dissertation propose to demonstrate? The proposal should then indicate the problem or question this demonstration would solve or the gap it would fill. The proposal should also provide a scheme for developing and defending the major thesis claim(s) by chapters, anticipate methodological or other problems in the project, and provide a select bibliography of primary and secondary sources.

2. The dissertation proposal should follow this format:

   DISSERTATION PROPOSAL
   CALVIN THEOLOGICAL SEMINARY

   TITLE
   Student’s Name
   Month 20XX

   TENTATIVE THESIS
   What, exactly, does the dissertation propose to demonstrate?

   STATEMENT OF THE QUESTION
   Briefly, what question will this dissertation solve, or what gap will it fill?

   PRESENT STATUS OF THE QUESTION
   Give a brief survey of the pertinent literature in the area and state why it does not solve the question or fill the gap you have identified.
PROPOSED METHOD
Describe the means you intend to follow in order to resolve the problem you have identified and thereby demonstrate your thesis.

WRITING SCHEDULE
List the dates by which you will complete the first draft of each chapter, rework the chapter drafts into a complete dissertation draft based on the feedback from your supervisor, a date to submit a complete draft to your supervisor, and when you will submit a defense copy. For example:

WRITING SCHEDULE
Chapter 1 - <date>
Chapter 3 - <date>
Chapter 5 - <date>
Chapter 4 - <date>
Chapter 2 - <date>
Revisions to chapters - <date>
Submit draft of complete dissertation to supervisor - <date>
February 28, 20__ - submit defense copy

NB: It may make sense to write chapters in a different order than they appear in the final copy. It also typically works better to save the supervisor’s feedback on each chapter and revise the chapters only after you have completed a first draft of every chapter.

TENTATIVE OUTLINE OF DISSERTATION
Give an outline of the dissertation, by chapters, with a short statement about how each chapter will contribute to developing and defending the major thesis claim(s).

BIBLIOGRAPHY
Provide a select bibliography of primary and secondary sources. The bibliography does not count toward the word or page limit on the proposal. The bibliography submitted as part of the proposal should be no longer than six to eight pages.

The tentative thesis should be very brief (less than a page) and the statement of the problem should be brief (perhaps a page). Apart from the bibliography, the present status of the problem is typically the longest section of the proposal.
3. Proposal Submission and Approval

The PhD candidate prepares a dissertation proposal under the guidance of his/her dissertation supervisor, and the two discuss a potential dissertation committee (two additional internal readers and an external reader) and a dissertation writing schedule. The candidate then presents his/her proposal in the fall or spring semester Dissertation Seminar for feedback. The supervisor is invited to attend the seminar session in which the proposal is discussed, functioning primarily as an observer and listener. When the supervisor is satisfied with the proposal, he/she submits it, the writing schedule, and the names for the dissertation committee to the Director of PhD Studies. The PhD office then arranges for the student to meet with the supervisor, the other two internal readers, and the Director of PhD Studies. At that meeting, the readers provide feedback to the student, after which the student is dismissed. The readers and Director of PhD Studies then finalize a primary and alternate external reader and, if no major revisions to the proposal are required, the director brings the dissertation proposal, writing schedule, and names of the readers to the PhD Studies Committee for final approval. The PhD office contacts the primary (and, if necessary, alternate) external reader about his/her willingness to serve.

C. External Readers of Dissertations

1. After the dissertation proposal has been approved by the PhD Studies Committee, the Director of PhD Studies shall send a letter of invitation to the external reader, outlining what is expected of the external reader and indicating the amount of the honorarium.

2. The dissertation supervisor is encouraged to contact the external reader early in the process of supervising the dissertation and may invite the external reader to offer comments on the dissertation proposal. The dissertation supervisor shall determine the extent to which the external reader is asked to participate in the dissertation process. During the writing process, the student should not send chapters to the external reader unless this has been approved by the dissertation supervisor.

3. The PhD office will send the defense copy of the dissertation and the Dissertation Report Form (Appendix F) to the external reader. The external reader will be asked to return the Dissertation Report Form to the PhD office.

4. Upon the advice of the dissertation supervisor, the Director of PhD Studies shall decide whether the external reader should attend the dissertation defense. Although it is desirable for the external reader to attend the defense, costs and scheduling problems often preclude such attendance.
5. The external reader shall receive a suitable honorarium in recognition of services performed.

D. Progress Reports and Interim Evaluation

A student is encouraged to make an appointment with the dissertation supervisor at least twice each semester to discuss the progress of the dissertation.

When the student has submitted a substantial chapter or two, including at least one chapter that is neither introductory nor a survey of scholarship, the supervisor may give the draft to the PhD office for distribution to the internal readers. The supervisor may ask the student to make revisions before this draft is submitted to the internal readers. After reading the draft, the internal readers may provide comments to the supervisor, who will then advise the student. The purpose of this evaluation is to provide feedback that will help the student in writing the remainder of the dissertation.

E. Standards of Evaluation

In making a scholarly contribution to some area of theology or biblical studies, the dissertation must show the candidate’s ability to conduct independent research, to move a theological discussion forward, and to write clear, scholarly prose. The result ought to be of publishable quality.

F. Propositions

The student must draft a set of theses or propositions to be distributed at the oral defense and included in the defense copies and the final bound copies of the dissertation. There must be five to seven propositions related to the dissertation, five to seven drawn from the student’s graduate work in theology but not directly related to the dissertation, and two or three theses on topics of the student’s choosing.

G. Style

Dissertations in theological areas must conform to the format and bibliographic style requirements in the most recent edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian (currently 9th edition, 2018).

In order to be sure that footnotes and bibliography conform to proper style, students may submit to the Theological Librarian a copy of the first substantial chapter they write along with the bibliography as it stands at that time. This will allow the Theological Librarian to give input and advice at an early stage in the writing of the dissertation. Students who fail to take advantage of this opportunity may need extra time to put the final copy of the dissertation into proper format. In particular, the following format is required:

1. Typeface: The same style of type should be used throughout the work. For all dissertations, Times New Roman, 12 point, regular type must be used, with line spacing set at 2.0. Footnotes may be in 10 or 11 point, and must be single-spaced (except for double-spacing between footnotes). Kerning is acceptable but tracking is not. Either italics or underlining should be used in the work; no dissertation should include both underlining and italics. Boldface type may be used for chapter titles or part titles and for section headings, but not within the text.

2. Paper size: The standard page dimensions are 8 ½ by 11 inches.

3. Margins: Margins must be at least one inch on all sides. For dissertations and theses, the left margin must be 1½ inches in order to allow for binding. All material (including page numbers) must be within these margins. In general, right margins should be left ragged (not justified). Right margins may be aligned (justified) only if that does not leave large gaps between words.
   a. Indention: Paragraph indentation must be consistent. Block quotations of prose should be indented the same distance from the left margin of text, and new paragraphs within them should have an additional indentation.
   b. Spacing: The entire work must be double-spaced except chapter headings, long quotations (single-spaced), and footnotes (single-spaced if more than one line in length; double-spacing between footnotes).
   c. Pagination: For dissertations, every page of the work, including blank pages, must be assigned a page number, although the page number does not appear on pages that precede the table of contents. Pagination that appears on front matter must be lowercase Roman numerals, appearing in the bottom center of the page. The first page of text is page one. In the text and back matter, page numbers should appear as Arabic numerals, either centered or flush right above the text (except for pages with chapter headings). If the page number is included on pages with chapter headings, it should appear centered below the text.

4. Quotations
   a. Direct quotations of prose should be incorporated into the text of the dissertation and enclosed in double quotation marks. A direct quotation
that runs to five or more lines of text should be set off as a single-spaced indented block, with no quotation marks preceding or following it.

b. Periods and commas are placed inside quotation marks. Question marks, dashes, and exclamation points that are not part of the original quotation are placed outside the quotation marks. Semicolons and colons are placed outside quotation marks.

c. Any omission from a quotation must be indicated by ellipsis points. An omission within a sentence is indicated by three dots. Punctuation that occurs immediately before or after the omitted material should appear just before or after the ellipsis points. A brief quoted phrase or obviously incomplete sentence should not have ellipsis marks at its beginning or end because it is clear that it is an incomplete fragment. A block quotation should not have ellipsis points at the beginning and should have ellipsis points at the end only if the quotation does not end with a complete sentence.

d. If anything is added to a quotation, such as corrected spelling or a name or term that clarifies the quotation, it must be enclosed in square brackets.

e. If italics or underlining is added to part of a quotation for emphasis, the addition must be indicated by a comment such as “italics added” or “emphasis added” in a footnote, in parentheses after the quotation, or in square brackets immediately after the emphasized words.

5. Notes: Notes must appear as footnotes, not as endnotes. Do not use the parenthetical reference method of citation. Begin numbering footnotes in each chapter with footnote 1.

6. A Dissertation Template is available to assist with formatting. Contact the Assistant to the PhD program to receive a copy.

H. Defense Copies

One copy of the dissertation (including propositions) and one copy of an abstract of no more than 350 words must be submitted to the Assistant to the Director of PhD Studies by February 28 for the May graduation. Students may submit a defense copy by email attachment (only pdf format, with everything in one file). The Assistant will make copies for the supervisor, other members of the dissertation committee including the external reader, and for the faculty table. The student should take to the dissertation defense a defense copy exactly like the copy that was submitted (including having the same pagination).

I. Scheduling the Defense

Once the supervisor informs the PhD office that the dissertation is ready for a public defense, that office will distribute copies of the dissertation to the other members of the
dissertation committee, who will have one month in which to read the dissertation and provide written comments, using the Dissertation Report Form (Appendix F). By the end of this period (which should be no later than April 20, for students who intend to graduate that May), the dissertation committee will decide whether the dissertation is ready for a defense, and if it is, set a time for the defense. By this date, readers also must communicate in writing to the dissertation supervisor any major changes that are required or recommended. For May graduation, a defense must be held no later than the last day of exams in the spring semester. A student who needs to travel by airplane in order to attend the defense should not purchase a ticket before getting the dissertation supervisor’s approval that the dissertation is acceptable for defense.

J. Defense

1. The dissertation supervisor chairs the public defense. The entire dissertation committee must be present for the defense, except in cases in which an external reader cannot attend. If an external reader is not present for the defense, the reader’s criticisms will be summarized during the defense and the reader’s judgment on the merits of the dissertation will count in the faculty’s deliberations. A dissertation defense will be successful as judged by a majority of the faculty members present and the external reader.

2. Defenses ordinarily will follow this format:
   a. The dissertation supervisor opens the defense with prayer.
   b. Copies of the student’s dissertation abstract and theses are made available to those who attend the defense.
   c. The dissertation supervisor invites the student to address the following issues (10 minutes):
      (1) Why did you pick this topic for your dissertation?
      (2) What did you learn from your work on this dissertation?
      (3) What contribution does this dissertation make to the field?
      Students should not read their responses to these questions from a prepared text or notes.
   d. The members of the dissertation committee ask questions about the dissertation (45 to 60 minutes). If the external reader is not present, the dissertation supervisor summarizes the external reader’s comments or questions regarding the dissertation.
   e. The supervisor invites other faculty members who are present, followed by any guests, to ask questions about the dissertation, including the theses or propositions (15 to 20 minutes).
   f. After the student and any guests leave the room, the external reader and the faculty members who are present discuss the dissertation (including the abstract) and the defense for the purpose of rendering a judgment. This judgment will include (a) whether the defense is successful, (b) an
agreement about any changes that are required or recommended in preparing the final copy, and (c) an agreement about who, in addition to the supervisor, will examine the final copy before it is approved. Those who have read the dissertation will also be asked for advice on whether the dissertation contains publishable material.

g. The student is informed of the results of the deliberations.
h. Note: No electronic devices may be used to transmit or record a dissertation defense.

K. Length

The Seminary considers an appropriate dissertation length to be 250 to 300 pages; dissertations exceeding 400 pages will not be accepted.

L. Editing Assistance

For PhD students for whom English is a second language, the PhD program will either provide editing assistance through the Calvin Theological Seminary Rhetoric Center or, if that is not available, provide reimbursement for half the cost of professional assistance in dissertation editing, up to a maximum reimbursement of $300. Before employing an editor, students must contact the PhD office. In order to be reimbursed, a student must use the services of an editor approved by the PhD office and must submit proper receipts.

M. Final Copies

After revising the dissertation in light of the defense, the student must submit the dissertation first to the dissertation supervisor for final approval and then to the PhD office, which will ask the theological librarian to ensure that proper form and procedure have been followed. After the supervisor, Theological Librarian, and Director of PhD Studies have conveyed their written approval to the PhD office, the student’s degree will be posted and the PhD office will coordinate the printing/binding of the dissertation:

1. The Assistant to the Director of PhD Studies prints six copies of the final, approved dissertation (including abstract and propositions). All six final copies must be submitted on acid-free 20-pound white bond paper with not less than 25% rag content. No holes are to be punched in the pages, and the dissertation should be submitted in a box or binder that protects the pages from damage. A student may request additional copies.

2. The student also signs a form (a Non-Exclusive Distribution License) that grants to Calvin Theological Seminary the non-exclusive right to reproduce and distribute the student’s dissertation to the public through appropriate means, including as a pdf file on the library server. This right goes into effect either immediately or after three years, if by then the student has not notified CTS of
any publisher-required embargo. Either way, a hard copy of the dissertation will be placed in the Hekman Library and on a public shelf in the Seminary building.

3. A student who wishes to register a claim of U.S. copyright for the dissertation should consult the website of the United States Copyright Office (especially the sections “Copyright Basics” and “Frequently Asked Questions”).

4. The Assistant to the Director of PhD Studies submits the copies and the Non-Exclusive Distribution License to the Theological Librarian, who submits the dissertation for digital preservation as well as for binding (three copies for the library, one for the student, one for the dissertation supervisor, and one for the Seminary collection).

5. If the final copies of the dissertation are not submitted in proper form by August 15 of the year in which the student graduates (or any subsequent year), the student will be charged the annual continuation fee for the next academic year.

6. If the final copies of the dissertation are not submitted in proper form by the end of the calendar year in which the student graduates, the date on the title page of the dissertation shall be the month and year that the final copies are submitted rather than the month and year in which the student’s name appeared in the graduation program. The date on the signature page shall be the month, day, and year that the final copies are submitted.

7. The Registrar issues the diploma after (a) the student has graduated and (b) the PhD office notifies the Registrar that it has received the final approvals as noted above and has received either final copies or payment to make final copies. If before the diploma is issued, the student needs confirmation of having completed the program, the Registrar will send a letter to that effect.

8. The charges for printing, binding, and shipping the dissertation are posted to the student’s account. The charges must be paid before the student’s diploma can be released.

N. Surveys

1. Calvin Theological Seminary participates in the Survey of Earned Doctorates conducted by the National Opinion Research Center at the University of Chicago. The purpose of the survey is to gather information about those who earn research doctorates in any field. After submitting the defense copy of the dissertation, the student receives a link to the online survey from the Assistant to the Director of PhD Studies. The form must be completed by the time of the dissertation defense.

2. Calvin Theological Seminary also administers the Graduating Student Questionnaire offered by the Association of Theological Schools in the United
States and Canada. Graduating students receive instructions for completing the questionnaire online.

XII. Required Sequence of Items in Dissertations

A. Front Matter

1. Title page: The title page should conform to the approved format (see Appendix H). Although the title page is page i, the number does not appear on it. All of the items on the title page except the title must be in twelve-point type. The title should be in fourteen-point type.

2. Copyright page: Calvin Seminary recommends that students protect their work by claiming the copyright, even if they do not register this with the copyright office. Although this is page ii, the number does not appear on it. Students should use the following format:

   Copyright © 2021 by John Calvin

   All rights reserved

3. Dedication (optional): A dedication, if included, should be brief: “To John.” In order to avoid clutter at the beginning of the dissertation or thesis, it is often advisable to include any dedication in the preface or acknowledgments. Although this page counts in the page numbering, the number does not appear on it.

4. Epigraph (optional): An epigraph, if placed in the front matter, is a quotation adumbrating the theme of the work. An epigraph should be used only if the quotation is particularly appropriate to the work. Although this page counts in the page numbering, the number does not appear on it.

5. Table of Contents: Usually titled Contents, the table of contents lists each part of the dissertation except the title page, copyright page or blank page, dedication, and epigraph, which precede it. If there are subheads in the text, they do not need to be included in the table of contents. However, if they are included, the table of contents must identify all parts, chapters, and sections with exactly the same wording and capitalization as in the body of the work. The beginning page number for each chapter or section should be identified. Beginning with the first page of the table of contents, each subsequent page of the front matter should be numbered, in the bottom center, using lowercase Roman numerals.

6. Preface or Acknowledgments (optional): The preface explains the motivation or context for the study. It may also include acknowledgments. The preface should
be no longer than two pages. If the author wishes only to acknowledge various sorts of assistance received, this item should be titled Acknowledgments.

7. Abbreviations (optional): If the author has devised a system of abbreviations of commonly used terms or works, abbreviations should be identified. Arrange the list alphabetically by the abbreviation, not by the full term or title.

8. Abstract: The abstract must be provided by the student and approved by the dissertation committee. An abstract of a PhD dissertation may be no longer than 350 words. The abstract must be included in both the defense copy and the final copy; it will be published in the *Calvin Theological Journal*.

The abstract should summarize the problem addressed as well as the thesis and contents of the work. It should be written with the goal of providing concise, clear information that will help another scholar decide whether this work will be useful in his or her research.

B. Main Text

1. Introduction: The introduction is often called Chapter 1. If the introduction is brief, it may be identified simply as Introduction, with the subsequent material identified as Chapter 1. The first page of the introduction is page 1 of the dissertation. The pagination of the main text and back matter should proceed from this point, using Arabic numerals. If the page number is listed on the first page of the introduction and subsequent chapters, it should appear at the bottom of the page.

2. Parts (optional): The work may be divided into parts, each comprising one or more chapters. If the work is divided into parts, the introduction should precede the first part. Although part-title pages count in page numbering, the page number does not appear on the page.

3. Chapters: The body of the work is divided into chapters, which may be divided into sections and subsections.

4. Conclusion (optional): The last chapter may be identified as a conclusion, and may appear with or without a chapter number. If the final part of the text is very brief, it may be identified as an epilogue or afterword.

C. Back Matter

1. Appendix(es):
   a. An appendix may be useful for making available material that is relevant to the text, but not suitable for inclusion in it. If there are two or more
appendices, they should be numbered or designated by letters (Appendix 1, Appendix 2, etc., or Appendix A, Appendix B, etc.).

b. A PhD dissertation must include a set of theses or propositions as an appendix to the work. If the dissertation contains more than one appendix, the theses must be the last appendix. The theses or propositions must be included both in the defense copies and in the final bound copies. The propositions may be revised in the light of the defense. There must be five to seven propositions related to the dissertation, five to seven drawn from the student’s PhD course work but not directly related to the dissertation, and two or three theses on topics of the student’s choosing.

2. Bibliography: The bibliography may be a single list, arranged alphabetically by author, or it may be divided into sections, either by subject or by category (e.g., primary and secondary works).

3. Certification Page: This sheet will be provided by the Academic Dean and signed by the thesis committee. It will be bound with the final copies. This page is not numbered and does not appear in the table of contents.

XIII. Academic Regalia

A. Gown: There are 3 options for students who wish to purchase a gown. Rented gowns will be the first style listed:

1. Black University doctoral gown (Marshall fabric, or a CTS-approved alternate) with black velvet front panels and sleeve bars, plus hood and tam with gold metallic tassel (Tier 2: 2020-21 total cost of $528, including shipping).

2. Black Cambridge doctoral gown (Lyric fabric, or a CTS-approved alternate) with black velvet front panels and sleeve bars (no gold piping), plus hood and tam with gold metallic tassel. This custom-tailored gown offers better fabric and velvet than the above gown (Tier 3: 2020-21 total cost of $802, including shipping).

3. Maroon Oxford doctoral gown (Lyric fabric in Chianti (maroon) color, or a CTS-approved alternate) with gold piping and black velvet front panels and sleeve bars, plus hood and tam with gold metallic tassel. Tam is black velvet with lyric Chianti band (Tier 4: 2020-21 total cost of $802, including shipping).

B. Hood: Blue velvet (PhD colors) with maroon and gold satin inside the hood. The outside material on the hood matches the fabric on the gown (black or maroon).

C. Cap: Black octagonal tam with gold tassel (and maroon band if maroon gown is selected). (Grad. Studies Comm. minute #405; Faculty minute #6013d, 03/13/98)
D. Calvin Seminary will provide a subsidy of $350 for each PhD graduate toward the purchase of Seminary-approved PhD academic regalia. (Grad. Studies Comm. minute #412; Faculty minute #6027e, 04/23/98)

XIV. Teaching Resources and Experience

Students who hope to teach should take advantage of seminars and other campus resources on teaching. In addition, there are often opportunities for students to gain limited teaching experience, either as a doctoral assistant or at a local college or seminary, typically after completion of most or all course work.

XV. Advice in Searching for a Teaching Position

Students who would like to obtain a teaching position should become aware of the kinds of available openings well before completing the PhD program. Teaching positions are often advertised in The Chronicle of Higher Education, Christianity Today, The Christian Century, online publications, and church periodicals. Teaching positions are also advertised in Employment Listings (a service of the American Academy of Religion and the Society of Biblical Literature).

A. Cover Letters

1. Make them (as well as your curriculum vitae) neat and clean, with laser quality print on white or ivory paper.

2. Check all spelling, including the name of the person to whom you address the letter.

3. Tailor the letter to the specific job and institution. Find something in the job, institution, or mission statement that you can use to say why you are interested or why they should be interested in you.

4. Be succinct and professional; do not write a “chatty” letter.

B. Format for Curriculum Vitae

CURRICULUM VITAE
Month 20XX

Personal Information
Name
Address, telephone, e-mail
Education
Years attended, degree earned, institution name and location (for all college and post-college education). Put parentheses around a degree you have not yet completed and indicate the date you expect to complete it.

Dissertation
Dissertation title and committee members (with supervisor indicated).

Scholarships and Awards
Year, name of scholarship or award, and institution giving the award (but not the monetary amount)

Professional Experience
List teaching positions you have held and relevant pastoral experience, with dates.

Areas of Professional Training and Teaching
List your general area of professional training and teaching (This should be broad enough to show your wide range of knowledge but specific enough to show that you know your limits.)

List your areas of special training or expertise within your general area. (These should correspond to specialized courses you would be prepared to teach.)

Professional Society Memberships
Year you became a member, name of each organization

Community Service
Dates you were involved, name and location of organization, your involvement

Papers Presented
If you presented a paper at a professional conference, list the paper title, conference, and date (month and year).

Publications
Books, articles, and book reviews, with a separate category for each. List year of publication, title, and full publication information. Indicate which articles are refereed. Indicate any publications that are “in press” (accepted for publication but not yet published).

References
Name, title, and institution for each person who is willing to serve as a reference for you. You should have at least three references.
C. Applying for a Position

When you apply for a teaching position, you should send (or have others send) only the items requested in the announcement. That may include:

1. Cover letter.
2. Curriculum vitae.
3. Transcripts of your college and post-college work.
4. Letters of reference from at least three people listed on your CV.
5. Sample syllabi of courses you have taught or would be prepared to teach.
6. Copies of teaching evaluations (preferably narrated by a responsible party, not just the raw data you may have received).
7. One or two brief samples of your writing, especially if you have published any articles or significant book reviews.

D. Interviewing

1. Be authentic. Do not try to present yourself as someone you are not. Be well-dressed, prompt, and as relaxed as possible. Have a clear sense of your own views, interests (in teaching and in scholarship), strengths, and weaknesses. Those who interview you will be assessing your potential as a teacher, scholar, and colleague.

2. Both before and during the interview process, take an honest look at the school, evaluating its strengths and weaknesses and its “fit” with your strengths and needs. Know why you want to work in that institution and department.

3. Have a sense of what would be expected from you (e.g., teaching, publishing, service) and what you want from the job.

4. Have a sense of courses you could offer, including topics covered, books used, and why. Know how these courses would fit into the school’s overall offerings.

5. Practice responding to typical interview questions:
   - What is your personal story, including your faith journey?
   - What is your theological perspective?
• How would you respond to students who do not share your views?
• What is your area of academic expertise?
• What are your research interests?
• What courses would you like to (or be able to) teach?
• Pick one of those courses: what textbooks would you use and what would you want students to learn?
• What ministry experience have you had and how would that shape your teaching?
• What is your philosophy of education?

6. Have available (even if you sent them ahead) copies of your C.V., syllabi, writing samples, and (if you have them) teaching evaluations.

7. If you are asked to give a lecture or presentation, find out what you are expected to do, how long it should last, and the size and composition of the expected audience.

8. Try to find out what computer facilities are provided by the school and whether the school’s library or other libraries in the area have holdings adequate for your research interests.

9. Unless they are raised by others, certain matters should be addressed only to the dean or administrator with whom you will meet: salary, vacation, research time, insurance, sabbatical policy, moving expenses, spousal hiring opportunities.

10. Keep discussions pertinent to the job at hand rather than discussing problems at your current institution.

11. Save your receipts for reimbursement.

E. Tips and Ideas

1. Attend conferences and lectures in order to make contacts with people in your field.

2. If you can, present a paper at a professional conference or publish an article in a scholarly journal.

3. Create your own teaching evaluations if something is not provided for you when you teach a course. Ask the dean or supervisor where you teach to help you in this, since it will both improve your teaching and provide material for your dossier.
4. Before you apply, look over an institution’s catalog, paying particular attention to the mission statement, courses currently offered in your area of interest, and the interests of faculty members in your field.

5. Ask your dissertation advisor, or someone else on your current faculty, to make a telephone call for you to the school of interest. This is especially helpful if the person calling knows someone at the other school.

6. Follow up campus interviews with a brief note of thanks.
   (This advice is adapted from the May/June 1994 issue of Openings.)

XVI. Disclaimer

Calvin Theological Seminary reserves the right to change or correct any material in this Handbook. This Handbook is not a contract or an offer of a contract.
Appendix A: PHD PROGRAM ANNUAL COURSE PLANNING FORM

Student: __________________________  Academic Year: _______________


Philosophical Theology  Moral Theology (Ethics)


Philosophical Theology  Moral Theology (Ethics)  Old Testament

PhD courses already taken: ______________________ ______________________

____________________  ______________________  ______________________

____________________  ______________________  ______________________

Foreign-language exams passed: ____________________    ______________________

Course plan:  Fall semester

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

January term

____________________________________________________________________

Spring semester

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Approved by: ________________________________  Date: ___________________

Director of PhD Studies
Appendix B: TEACHING AND STUDENT FORMATION RUBRIC
(rev. 5/13/2021)

Student’s Name________________________________________ Date___________

<table>
<thead>
<tr>
<th>PROGRAM OUTCOMES</th>
<th>ASSESSMENT CRITERIA</th>
<th>EXCEEDS</th>
<th>MEETS</th>
<th>FAILS TO MEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOAL 4.1 Students are equipped for teaching, research, and formation in colleges, theological seminaries, and universities.</td>
<td>The student’s practice teaching, draft of a course syllabus, and other course activities demonstrate the knowledge, skills, and character to teach and promote Christian formation of students.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty Signature________________________________________
Appendix C: PHD COMPREHENSIVE COMMITTEE FORM

Name: _________________________ Date: ____________________

COURSE WORK (GPA for PhD course work: _______)

Arrange courses taken in groups by discipline of specialization, in this order: Interdisciplinary, Old Testament, New Testament, History of Christianity, Systematic Theology, Philosophical Theology, Moral Theology (Ethics). See initial entries as examples

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdisciplinary</td>
<td>901P</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>Interdisciplinary</td>
<td>903P</td>
<td>Teaching and Student Formation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOREIGN-LANGUAGE EXAMINATIONS PASSED

Language: ________________ Month, year: _____________
Language: ________________ Month, year: _____________

PROPOSED COMPREHENSIVE EXAMINING COMMITTEE

Examiner: ______________________ Date: _____________ Area:

______________________________   _______ Old Testament
______________________________   _______ New Testament
______________________________   _______ History of Christianity (area: _________________)
______________________________   _______ Systematic Theology
______________________________   _______ Philosophical Theology
______________________________   _______ Moral Theology
______________________________   _______ Specialization(s): ________________________

After completing the form to this point, the student submits it to the Director of PhD Studies. It is due by the June 1 of the summer before the student plans to write comprehensive exams.

Signature: __________________________ Date: _____________

Director of PhD Studies
## Appendix D: COMPREHENSIVE EXAM RUBRIC
(revised 7/8/21)

<table>
<thead>
<tr>
<th>PROGRAM OUTCOMES</th>
<th>ASSESSMENT CRITERIA</th>
<th>EXCEEDS</th>
<th>MEETS</th>
<th>FAILS TO MEET</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MESSAGE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1.1 Students have general competence in several areas of theology and/or biblical studies and expertise in specific topics in one of these areas | The written exams demonstrate general competence in several areas of theology and/or biblical studies:  
   a–answers address the exam questions & are complete  
   b–answers are factually accurate  
   c–answers are well organized and clear  
   d–answers show analytical depth | | | |
|                  | The oral exam demonstrates general competence in several areas of theology and/or biblical studies:  
   a–answers fill in gaps in the written exams  
   b–answers correct mistakes in the written exams  
   c–answers provide greater depth to the written exams | | | |
| **PERSON**       |                      |         |       |               |
| 2.1 Students exhibit the fruit of the Holy Spirit by providing thoughtful, fair, and respectful analyses and interpretations that recognize the strengths of positions with which they disagree and the weaknesses of positions with which they agree. | The written and oral exams provide fair analyses of ideas or interpretations with which the student does not agree and recognizes the weaknesses of his/her own position. | | | |
| **GOAL**         |                      |         |       |               |
| 4.1 Students are equipped for teaching, research, and formation in colleges, seminaries, & universities. | The exams demonstrate that the student is equipped for teaching and research at the undergraduate or graduate level in various subject areas. | | | |

Examiners ____________________________ Faculty Signature ____________________________
Appendix E: PHD COMPREHENSIVE EXAM REPORT

Name of student: ____________________ Date of oral examination: _________________

Examiners: _________________________ _________________________
_________________________ _________________________
_________________________

Results of the examination:

_____ The student successfully completed the oral and all written examinations and is therefore eligible for PhD candidacy.

_____ The student successfully completed the examinations in all areas except the following:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

In order to complete the comprehensive examinations, the student must successfully complete the following (describe any papers, written examinations, and/or oral examinations that must be completed, and specify the deadlines for their completion):

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Due ___________________________

_____ The student did not pass the comprehensive examinations. In order to meet the requirements, the comprehensive examinations must be retaken.

Faculty signature: ____________________ Date: _________________
Appendix F: DISSERTATION REPORT FORM  
CALVIN THEOLOGICAL SEMINARY PHD PROGRAM

Name of candidate: ___________________________

Title of dissertation: ____________________________________________________________

Name of reader: ___________________________

Date of mailing: ____________________ Please return by: _____________________

Please send this report, within one month of its receipt, to Kenzie Szczepanski, Assistant to the Director of PhD Studies, Calvin Theological Seminary, 3233 Burton St. SE, Grand Rapids, MI 49546. Fax: 616-957-6536 E-mail: kck065@calvinseminary.edu

Please answer the following questions, making additional comments in the spaces provided or on separate sheets.

1. Does this dissertation show ability to conduct independent research? Does it show adequate (or perhaps even superior) knowledge of the field of study and of related literature?

2. Does this dissertation show evidence of advancing the state of a question or resolving a problem in its field?

   YES/NO (Circle one)

   If “Yes,” in what respects? (E.g., examination of previously unexamined documents or issues, offering a new interpretation of documents or issues, developing new theological insights, or demonstrating the significance a neglected issue.)

   If "No" briefly state why.

3. Does this dissertation state and defend a clear thesis? Does each chapter contribute to advancing that thesis?

4. Is this dissertation written in clear scholarly prose?
5. Does this dissertation contain material worthy of publication?
   a. As a book       YES/NO
   b. As journal articles       YES/NO

6. What is your overall evaluation of this dissertation? Is it ready for an oral defense?
   _____ PASS: This dissertation is ready for an oral defense. The following changes are recommended but not required before the dissertation receives final approval:

   _____ CONTINGENT PASS: This dissertation is ready for an oral defense. The following changes are required or strongly recommended before the dissertation receives final approval:

   _____ RESUBMIT: This dissertation is not yet ready for an oral defense. The following changes need to be made to get it ready for an oral defense:

   (Ordinarily, the rewritten and resubmitted dissertation is returned to the same readers for review.) Are you willing to read the revised dissertation?       YES/NO

   _____ FAIL, for the following reasons:

Reader’s signature: ___________________________   Date: __________________

Date received by Calvin Theological Seminary: __________________ (please leave blank)
### Appendix G: DISSERTATION RUBRIC (rev. 5/13/2021)

**Student’s Name _______________________________  Defense Date ____________**

<table>
<thead>
<tr>
<th>PROGRAM OUTCOMES</th>
<th>ASSESSMENT CRITERIA</th>
<th>EXCEEDS</th>
<th>MEETS</th>
<th>FAILS TO MEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>MESSAGE 1.1</td>
<td>Students have general competence in several areas of theology and/or biblical studies and expertise in specific topics in one of these areas</td>
<td><strong>Expertise:</strong> The dissertation demonstrates expertise in specific topics in one area of theology or biblical studies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MESSAGE 1.2</td>
<td>Students can engage in sound scholarship that exhibits independent inquiry, academic research, critical analysis, and scholarly writing.</td>
<td><strong>Independent Inquiry:</strong> The dissertation poses an original question and a defensible thesis. It contains material worthy of publication.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Academic Research:</strong> The dissertation appropriately employs both primary and secondary resources.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Critical Analysis:</strong> The dissertation advances the state of the question by analyzing previously unexamined documents or issues, offering a new interpretation of previously examined documents or issues, developing new theological insights, or demonstrating the significance of a neglected issue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Scholarly Writing:</strong> The dissertation is written in clear scholarly prose. Each chapter contributes to advancing the thesis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROGRAM OUTCOMES</td>
<td>ASSESSMENT CRITERIA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSON</td>
<td>2.1 Students exhibit the fruit of the Holy Spirit by providing thoughtful, fair, and respectful analyses and interpretations that recognize the strengths of positions with which they disagree and the weaknesses of positions with which they agree.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The dissertation provides fair analyses of ideas or interpretations that it opposes and recognizes the weaknesses of its own position.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTEXT</td>
<td>3.1 Students can articulate ways in which theological positions, including their own, grow out of and address various contexts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The dissertation demonstrates an awareness of contexts, both its own and those it is addressing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOAL</td>
<td>4.1 Students are equipped for teaching, research, and formation in colleges, theological seminaries, and universities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The dissertation demonstrates readiness for teaching and research at the college, university, or seminary level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOAL</td>
<td>4.2 Students engage in theology that advances biblical and theological understanding for the academy and the church.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The dissertation shows an awareness of its value for the academy and the church.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examiners ___________________________________________________________ Faculty Signature ____________________________
Appendix H: SAMPLE DISSERTATION TITLE PAGE

CALVIN THEOLOGICAL SEMINARY

A DEFINITIVE PROOF OF THE TRUTH OF REFORMED THEOLOGY

A DISSERTATION SUBMITTED TO
THE FACULTY OF CALVIN THEOLOGICAL SEMINARY
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY

BY

JOHN CALVIN

GRAND RAPIDS, MICHIGAN
GRADUATION MONTH YEAR
Appendix I: CTS NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license “the author” grants to Calvin Theological Seminary the non-exclusive right to reproduce and distribute your PhD dissertation in electronic format via the World Wide Web, as well as the right to migrate or convert your dissertation, without alteration of the content, for the purpose of preservation and/or continued distribution.

Calvin Theological Seminary acknowledges that this is a non-exclusive license; any copyrights in the submission remain with the author or other copyright holder and subsequent uses of the submitted material by that person(s) are not restricted by this license.

The author agrees that Calvin Theological Seminary may keep more than one copy of this dissertation for purposes of security, backup and preservation.

The author represents that the dissertation covered by this license is his/her original work and that he/she has the right to grant this license to Calvin Theological Seminary. The author further represents that the dissertation does not, to the best of his/her knowledge, infringe upon any third-party’s copyright.

If this dissertation is based upon work that has been sponsored or supported by any agency or organization other than Calvin Theological Seminary, the author represents that he/she has fulfilled any right of review or other obligation required by contract or agreement with the supporting entity.

Calvin Theological Seminary and/or its library will make the dissertation available to the public accompanied by a copyright statement indicating the author’s continuing rights. Calvin Theological Seminary will take all reasonable steps to ensure that the author’s name remains clearly associated with the dissertation and that no alterations of the content are made.

PhD Dissertation Title:

Author:

Please check one of the following and sign below:

_____ I permit Calvin Theological Seminary to make the electronic full text of my dissertation available immediately.

_____ I request that Calvin Theological Seminary embargo (restrict) access to the electronic full text of my dissertation for three years. If, before the end of three years, I have an arrangement with a publisher that requires an embargo on access to the electronic full text of my dissertation, I will notify Calvin Theological Seminary that I desire to embargo (restrict) all such access for as long as legally possible. If, at the end of three years, I do not notify Calvin Theological Seminary that I have such an arrangement with a publisher, Calvin Theological Seminary will automatically have my permission to make the electronic full text of my dissertation available at that time.

I agree to the terms of the Non-exclusive Distribution License:

______________________________________________ (Signature)  ______________________ (Date)
Appendix J: BIBLIOGRAPHIES FOR COMPREHENSIVE EXAMINATIONS

Background for Comprehensive Bibliographies and Examinations

The PhD program at Calvin Theological Seminary is designed to help students gain competence across a number of areas of biblical and theological studies; depth of knowledge in at least one area; ability to do research, critical analysis, and scholarly writing; Spirit-filled wisdom and respect for others, including those with whom one disagrees; awareness of contextual factors affecting biblical and theological interpretations; and ability to teach and engage in scholarship in areas in which comprehensive exams are taken. The following bibliographies, and the examinations based on them, are designed to ensure that

- students have general competence in the areas covered by the examinations and expertise in specific areas and topics within each area (PhD Learning Outcome 1.1).
- students can engage in sound scholarship that exhibits independent inquiry, academic research, critical analysis, and scholarly writing (PhD Learning Outcome 1.2).

By including a wide variety of literature in each field, these bibliographies and examinations enable students

- to exhibit the fruit of the Holy Spirit by providing thoughtful, fair, and respectful analyses and interpretations that recognize the strengths of positions with which they disagree and the weaknesses of positions with which they agree (PhD Learning Outcome 2.1);
- to articulate ways in which biblical and theological interpretations and positions, including their own, grow out of and address various contexts (PhD Learning Outcome 3.1); and
- to be equipped for teaching, research, and scholarship that advance biblical and theological understanding for the academy and the church (PhD Learning Outcomes 4.1 and 4.2).
Bibliography for Comprehensives in New Testament

Instructions:

For the comprehensive examination in New Testament, choose five topics on which to focus your reading and research. Three of these topics must come from each of the three general headings below (Background of the NT, Gospels & Acts, Paul), and the final two topics can be derived from any of these general headings. For each topic, prepare a bibliography of at least 10-12 sources (primary and secondary sources, books, book chapters, articles) and a general outline of key ideas or issues related to that topic. Submit this material to the supervising professor for evaluation and possible revision. The comprehensive exam itself will cover only three of the five topics you have chosen, but you should be prepared to answer questions on all five topics, since you will not know ahead of time which three will be selected. The bibliography listed below is not meant to be exhaustive nor to imply that students must be familiar with everything cited. Instead, it is intended to function as a helpful starting point to assist students in determining what key topics would be best for them to focus upon not just in preparation for their comprehensive exam in New Testament but also in preparation for their future teaching ministry.

1. Background of the New Testament

Primary Sources:

The Apocrypha and Pseudepigrapha (Charlesworth’s edition)

Focus on the following documents: Letter of Aristeas; 2 & 3 Baruch; 1, 2 & 3 Enoch; Fourth Ezra; Joseph and Aseneth; Jubilees; 3 & 4 Maccabees; Sibylline Oracles; Odes of Solomon; Psalms of Solomon; Testament of the Twelve Patriarchs

The Dead Sea Scrolls

Selected Greek Papyri (e.g., New Documents Illustrating Early Christianity, ed. S. R. Llewelyn (9 vols.; Grand Rapids: Eerdmans, 1997)

Philo

Josephus (especially The Jewish War and Against Apion)

The New Testament Apocrypha

The Nag Hammadi Documents

Suetonius, The Twelve Caesars

Secondary Sources:


2. The Gospels & Acts


3. Paul


Bibliography for Comprehensives in the History of Christianity

This bibliography offers resources for comprehensive exams in patristic/medieval and Reformation/post-Reformation Christianity. Not all works cited here need to be read in their entirety, but some may be included on the general and/or specialized exam bibliographies that each student will negotiate with the examining professor.

A. General Works in the History of Christianity


B. Early Church

1. Primary works


Augustine. *The City of God; On the Trinity; The Enchiridion; On Christian Doctrine; Confessions*.


Cyprian. *On the Unity of the Church*. 
Cyril, Archbishop of Jerusalem. *Catechetical Lectures*.

*Didache*.

Gregory Nazianzen. *The Theological Orations*.

Ignatius. *Epistles*.

Irenaeus of Lyons. *The Proof of the Apostolic Preaching*.

Justin Martyr. *The First Apology*.

*Perpetua and Felicitas*.

2. Secondary works


C. The Middle Ages

1. Primary works

Anselm of Canterbury. *Cur Deus Homo; Monologion; Proslogion*.


Bonaventure. *The Journey of the Mind to God.*


Richard of St. Victor. *De Trinitate; Selected Writings on Contemplation.*

Thomas à Kempis. *Imitation of Christ.*


2. Secondary works


Madigan, Kevin. *Medieval Christianity: A New History.* Yale,


D. Reformation and Post-Reformation Christianity

For the comprehensive examination in Reformation/Post-Reformation Christianity, choose one topic in each of the four question areas below, and prepare a bibliography of 10-12 sources (books, book chapters, articles; primary and secondary sources) on each topic. Major secondary and primary works in Reformation and Post-Reformation Christianity are listed in the bibliography that follows. After you have submitted the first draft of your bibliographies, the professor will look them over and make revisions. The exam itself will cover only three of the four topics you have chosen, but you should be prepared to answer questions on all four topics because you will not know ahead of time which three will be selected.

Question Area 1: A major movement of the Reformation/post-Ref. period. Examples:
- Lutheran Reformation in Germany
- Zurich (Swiss) Reformation or Genevan Reformation
- Radical Reformation
- English Reformation, or Reformation in Scotland, or English Puritanism
- Reformation in the Netherlands or the Dutch Second (Nadere) Reformation
- Catholic Reformation/Counter-Reformation
- Another choice? (check with professor)

Question Area 2: A major figure of the Reformation/post-Ref. period (life, reform, theology, social and political thought). Examples:
- Martin Luther
- John Calvin
- Menno Simons
- Ignatius Loyola
- William Ames
- Francis Turretin
- Another choice? (check with professor)

Question Area 3: A major doctrine of the Reformation/post-Ref. period. Examples:
- Scripture and Tradition
- Justification
- Predestination
- Sacraments (baptism or Lord’s Supper)
- Two kingdoms/governments
- Covenant
- Another choice? (check with professor)

Question Area 4: A major debate in Reformation historiography. Examples:
- The causes of the Reformation
- Continuity and discontinuity between the Late Middle Ages and Reformation
- Relationship between Reformation theology and post-Reformation Orthodoxy
- The impact of the Reformation on women
- The legacy and “success” of the Reformation
- The validity of the Weber Thesis (Calvinism and Capitalism)
- Another choice? (check with professor)

1. Major Primary Sources from Reformation/Post-Reformation History


2. Secondary Works on Reformation/Post-Reformation History


Bibliography for Comprehensives in Systematic Theology

Instructions:

1. All students must read in the area of theological prolegomena. For this section of the examination, students should pay particular attention to what various theologians say about these topics:
   a. what kind of discipline theology is, whether it is a science, and, if so, how it compares with other sciences;
   b. what the object of theology is;
   c. how theology is related to the study of religion;
   d. what the sources and methods of Christian theology are;
   e. the means by which God is revealed to us;
   f. what natural theology is and whether it makes a contribution to Christian theology;
   g. how Scripture should be used in theology;
   h. the proper context and audience for theology; and
   i. what doctrines are, why they are needed, and how they should function in theology and the church.

2. All students must select two additional areas to cover. This bibliography lists a few works in each of several areas.

3. For the bibliographies in theological prolegomena and the other two areas, students may propose substituting works that are roughly equivalent to the works listed.

4. All students must read from five general or comprehensive theologies: one patristic, one medieval, Calvin, Schleiermacher, and one from the contemporary period. Each student should list and read those sections of the comprehensive dogmatics that deal with issues of theological prolegomena as well as those that deal with the two additional areas the student chooses.

A. Prolegomena

Barth, Karl. *Church Dogmatics*, vol. 1/1 (2d ed.), §1-7 (pp. 1-292; or Study Edition 1, pp. 1-286).

Barth, Karl. *Evangelical Theology: An Introduction*.

Barth, Karl, and Emil Brunner. *Natural Theology: Comprising “Nature and Grace” by Professor Dr. Emil Brunner and the Reply “No!” by Dr. Karl Barth*. 
Charry, Ellen T. *By the Renewing of Your Minds: The Pastoral Function of Christian Doctrine*.

Cone, James H. *A Black Theology of Liberation*.

Dulles, Avery. *Models of Revelation*.


Kaufman, Gordon D. *An Essay on Theological Method, God the Problem, or Theology for a Nuclear Age*.

Kelsey, David H. *Proving Doctrine: The Uses of Scripture in Recent Theology*. Reprint of *The Uses of Scripture in Recent Theology*.


Thiemann, Ronald F. *Revelation and Theology: The Gospel as Narrated Promise*.


Tracy, David. *Blessed Rage for Order or The Analogical Imagination*.
Vatican II, “Dogmatic Constitution on Divine Revelation” and “Decree on Ecumenism.” Online at the Vatican website.

Volf, Miroslav and Matthew Croasmun. For the Life of the World: Theology that Makes a Difference.


B. Other Areas (Select two of the following topics.)

1. Doctrine of God (including Trinity)


Bavinck, Herman. Reformed Dogmatics, vol. 2, God and Creation, parts I and II (pp. 27-334).

Boff, Leonardo. Trinity and Society.

Cone, James H. God of the Oppressed. Revised edition.


LaCugna, Catherine Mowry. God for Us: The Trinity and Christian Life.

Moltmann, Jürgen. The Trinity and the Kingdom.


Sonderegger, Katherine. Systematic Theology, vol. 1, The Doctrine of God, part I: The One God (pp. 1-45) and part V: Final Things (pp. 467-530).

2. Doctrine of Humanity

Cooper, John W. Body, Soul, and Life Everlasting: Biblical Anthropology and the Monism-Dualism Debate.
DeYoung, Rebecca Konyndyk. *Glittering Vices: A New Look at the Seven Deadly Sins and Their Remedies*. 2nd ed.

Hoekema, Anthony A. *Created in God’s Image*.


McCall, Thomas H. *Against God and Nature: The Doctrine of Sin*.


Plantinga, Cornelius Jr. *Not the Way It’s Supposed to Be: A Breviary of Sin*.


3. **Doctrine of Christ**


Aulén, Gustaf. *Christus Victor*.

Cone, James H. *The Cross and the Lynching Tree*.

Dunn, James D. G. *Christology in the Making*. Or Wright, N.T. *The Day the Revolution Began: Reconsidering the Meaning of Jesus’ Crucifixion*.


Moltmann, Jürgen. *The Crucified God or The Way of Jesus Christ*.

Morris, Thomas V. *The Logic of God Incarnate*.

Norris, Richard A. *The Christological Controversy*.


4. **Doctrine of Salvation**

Billings, J. Todd. *Union with Christ: Reframing Theology and Ministry for the Church*.


Hoekema, Anthony A. *Saved by Grace*.


5. **Doctrine of the Church**

Bonhoeffer, Dietrich. *Life Together*.

Dulles, Avery. *Models of the Church*.

Küng, Hans. *The Church*.


World Council of Churches. *Baptism, Eucharist, and Ministry*.

6. **Doctrine of the Last Things (Eschatology)**


Bock, Darrell L., ed. *Three Views on the Millennium and Beyond*. 


Hoekema, Anthony A. *The Bible and the Future*.

Moltmann, Jürgen. *Theology of Hope*.

Vos, Geerhardus. *Pauline Eschatology*.

C. Comprehensive Dogmatics (Specify sections to be read.)

1. Patristic (Select one.)

Gregory of Nazianzus. *Five Theological Orations*.


2. Medieval (Select one.)

Bonaventure. *Breviloquium* and *The Journey of the Mind to God*.


3. Reformation

Calvin, John. *Institutes of the Christian Religion*.

4. Modern


5. Contemporary (Select one. As background, be familiar with a general treatment such as Louis Berkhof, *Systematic Theology*.)


Bibliography for Comprehensives in Philosophical Theology

Instructions:

1. The student should consult with the supervising faculty member, then prepare a bibliography based on the following standard bibliography, and submit it for approval. With permission, the student may substitute equivalent readings for the works listed below.

2. Use the works in section A to get a basic introduction to the topics listed below and the thinkers in the bibliography. You may skim the works in section A as needed.

3. General topics to be covered in the examination include the following:
   a. The Nature of Religion
      (1) Christian, modern, and postmodern views of the nature of religion
      (2) Religious diversity: perspectives on religious truth and salvation
   b. Religious Epistemology
      (1) Revelation, faith, and reason
      (2) Arguments for the existence of God
      (3) Transitions from historic Christian to modern and postmodern religious epistemologies
      (4) Current Reformed, Thomist, and post-Kantian religious epistemologies
      (5) Religious language and truth about God
      (6) Theological hermeneutics
   c. Religious Ontology
      (1) God’s nature (including divine attributes) and relation to creation (classical theism, deism, and panentheism)
      (2) The problem of evil and major Christian responses
      (3) Divine foreknowledge and human free will
      (4) Miracles: their nature and credibility
   d. Religion and Science
A. Introductory Texts

These resources offer a basic introduction to the thinkers and topics in this examination.

Allen, Diogenes. *Philosophy for Understanding Theology*.

Livingston, James C. *Modern Christian Thought*, 2 vols. (relevant sections)

Morris, Thomas. *Our Idea of God. An Introduction to Philosophical Theology*.


Quinn, Philip L., and Charles Taliaferro. *A Companion to Philosophy of Religion*.


Anthologies such as *Faith & Reason*, ed. Paul Helm, and *Philosophy of Religion*, ed. C. Taliaferro and P. Griffiths, contain significant historic and current sources on most topics.

Websites such as the *Internet Encyclopedia of Philosophy* and the *Stanford Encyclopedia of Philosophy* offer excellent (but not necessarily friendly to Christianity) articles on thinkers and topics. http://www.iep.utm.edu/ http://plato.stanford.edu/contents.html

B. Classic Texts (in chronological order)

You should be able to summarize the basic arguments and historic significance of these texts in a short essay. Use the secondary works in this bibliography as a guide to understanding these texts.

Augustine, *Confessions* (philosophical sections).

Boethius, *The Consolation of Philosophy* (esp. Books *IV and V*).

Anselm, *Proslogion* (ontological argument).


Ockham, William. *Predestination, God’s Foreknowledge, and Future Contingents*.

Locke, John. *The Reasonableness of Christianity*.

Leibniz, G. W. F. *Theodicy*.

Hume, David. *Dialogues Concerning Natural Religion*.

________. *An Enquiry Concerning Human Understanding* (Section X: “Of Miracles”).
_______. *Critique of Practical Reason*, Bk. II, Ch. II, sec. iv-ix;
_______. *Religion within the Bounds of Mere Reason*.


Hegel, G. W. F. *Lectures on the Philosophy of Religion*.

Feuerbach, Ludwig. *The Essence of Christianity*.

Kierkegaard, Søren. *Philosophical Fragments* (except the Interlude).
_______. *Concluding Unscientific Postscript* (selections on religious epistemology).

James, William. *The Will to Believe*.
_______. *The Varieties of Religious Experience*.

Troeltsch, Ernst. *The Absoluteness of Christianity*.

C. Recent Works

Alston, William P. “Can We Speak Literally of God?” In *Divine Nature and Human Language: Essays in Philosophical Theology*.

Cobb, John B., Jr., and David Ray Griffin, *Process Theology: An Introductory Exposition*.


Ganssle, Gregory E., ed. *God and Time: Four Views*.


Hick, John. *An Interpretation of Religion: Human Responses to the Transcendent*.

Jeanrond, Werner. *Theological Hermeneutics* (section on “The Development of Theological Hermeneutics from Schleiermacher to Ricoeur”).


Plantinga, Alvin. *God, Freedom, and Evil*.

_______. *Knowledge and Christian Belief* or *Warranted Christian Belief*.


_______. “Can Belief in God Be Rational If It Has No Foundations?” in *Faith and Rationality: Reason and Belief in God*. Edited by Alvin Plantinga and Nicholas Wolterstorff. University of Notre Dame, 1983.
Bibliography for Comprehensives in Moral Theology

A. Classic Authors

**Aristotle.** *Nicomachean Ethics* and *Politics*.

**Augustine.** *Political Writings* (Hackett).

________. *The City of God*.

Barth, Karl. *Community, State, and Church: Three Essays*.

Bonhoeffer, Dietrich. *Ethics*.

**Calvin, John.** *Institutes of the Christian Religion* and other works.

John Paul II. *Man and Woman He Created Them: A Theology of the Body*.

Kant, Immanuel. *Groundwork of the Metaphysics of Morals*.


Locke, John. *Two Treatises of Government* and *A Letter Concerning Toleration*.

Luther, Martin. *Martin Luther’s Basic Theological Writings*.


Plato. *The Republic*.

Rousseau, Jean-Jacques. *The Basic Political Writings*.

**Thomas Aquinas.** *Summa Theologica*.

________. *On Law, Morality, and Politics* (Hackett).

B. Contemporary Authors

Cavanaugh, William T. *Migrations of the Holy*.

Cone, James H. *Black Theology and Black Power*.

Grenz, Stanley J. *Sexual Ethics*. 
Hauerwas, Stanley. *The Peaceable Kingdom.*

______. *The Stanley Hauerwas Reader.*


MacIntyre, Alasdair C. *After Virtue: A Study in Moral Theory.*

Noll, Mark A. *The Civil War as a Theological Crisis.*


______. *The Desire of the Nations.*

______. *The Just War Revisited.*

Tuininga, Matthew J. *Calvin’s Political Theology and the Public Engagement of the Church.*