Cook School of Intercultural Studies

Doctor of Intercultural Studies
Ph.D. Intercultural Studies &
Ph.D. Intercultural Education

PROGRAM HANDBOOK

This Handbook supersedes and replaces all previous versions of the Cook School of Intercultural Studies Graduate Student Handbook. Each student, by enrolling at Biola University, is responsible for reviewing and adhering to all published University policies, procedures and standards. While the policies, procedures and standards outlined in this Handbook provide students an effective set of guidelines for conduct, the University retains the right to enact additional policies, procedures and standards, correct errors, or to modify existing policies, procedures and standards as it determines. New, updated, or modified policies, procedures and standards are effective immediately upon publication (including online publication) unless otherwise noted. In the event of any conflict or discrepancy between a PDF or other written version and the online version (at the Student Hub graduate handbook website) the online version shall be considered authoritative and take precedence. For information about this Handbook, please contact the office of the Dean at 562-903-4844.
**COOK SCHOOL OF INTERCULTURAL STUDIES**  
*Ph.D. and DIS PROGRAM HANDBOOK*

**UNIVERSITY GUIDELINES (Section 1)**  
Please see [General Biola University Guidelines and Handbook](#).

**COOK SCHOOL OF INTERCULTURAL STUDIES GUIDELINES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Statement of Mission</td>
</tr>
<tr>
<td>2.2</td>
<td>History of CSICS</td>
</tr>
<tr>
<td>2.3</td>
<td>Organization Structure of CSICS</td>
</tr>
<tr>
<td>2.4</td>
<td>Program Objective</td>
</tr>
<tr>
<td>2.5</td>
<td>CSICS Office Procedures</td>
</tr>
<tr>
<td>2.6</td>
<td>Biola Spiritual Life Conferences</td>
</tr>
<tr>
<td>2.7</td>
<td>Financial Aid &amp; Scholarship Assistance</td>
</tr>
<tr>
<td>2.8</td>
<td>Mail Services</td>
</tr>
<tr>
<td>2.9</td>
<td>Privacy</td>
</tr>
<tr>
<td>2.10</td>
<td>Google Apps &amp; Canvas Instructions</td>
</tr>
<tr>
<td>2.11</td>
<td>My Account</td>
</tr>
<tr>
<td>2.12</td>
<td>Biola Library</td>
</tr>
<tr>
<td>2.13</td>
<td>Doctoral Research Group (DRG)</td>
</tr>
<tr>
<td>2.14</td>
<td>Doctoral Newsletter</td>
</tr>
</tbody>
</table>

**Ph.D. PROGRAM GUIDELINES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Overview</td>
</tr>
<tr>
<td>3.2</td>
<td>Biola Catalog &amp; Course Listing Link</td>
</tr>
<tr>
<td>3.3</td>
<td>Admission Requirements</td>
</tr>
<tr>
<td>3.4</td>
<td>Academic Advising &amp; Enrollment</td>
</tr>
<tr>
<td>3.5</td>
<td>Program Requirements &amp; Curriculum Charts</td>
</tr>
<tr>
<td>3.6</td>
<td>Curriculum Course Substitutions</td>
</tr>
<tr>
<td>3.7</td>
<td>Time Limit for Degree Completion</td>
</tr>
<tr>
<td>3.8</td>
<td>Withdrawal &amp; Re-admission Procedures</td>
</tr>
<tr>
<td>3.9</td>
<td>Termination from the Ph.D. Program</td>
</tr>
<tr>
<td>3.10</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>3.11</td>
<td>Ph.D. Program Guide</td>
</tr>
<tr>
<td></td>
<td><em>Coursework</em></td>
</tr>
<tr>
<td></td>
<td><em>Portfolio</em></td>
</tr>
<tr>
<td></td>
<td><em>Graduation Procedures Check</em></td>
</tr>
<tr>
<td></td>
<td><em>Qualifying Exam</em></td>
</tr>
<tr>
<td></td>
<td><em>Dissertation Proposal</em></td>
</tr>
<tr>
<td></td>
<td><em>Candidacy</em></td>
</tr>
<tr>
<td></td>
<td><em>Approval for PHRRC</em></td>
</tr>
<tr>
<td></td>
<td>Original Research Phase</td>
</tr>
</tbody>
</table>

*REV March 2020*
STATEMENT OF MISSION  SECTION 2.1

The Cook School of Intercultural Studies (CSICS) exists to equip students to communicate, live, and work effectively in culturally diverse contexts to make disciples of all peoples and impact the world for the Lord Jesus Christ. Through the scholarly activities of its faculty and graduate students, the school endeavors to engage in continuing research, which will contribute to the knowledge bases of the disciplines, which support the program emphases of the school.

The key objective of CSICS is to provide educational opportunity at the graduate level for mature, experienced students to reflect upon their cross-cultural experience and develop further capability in cross-cultural ministry through exposure to missiological and educational theories, social science methodologies, language specialization and the refinement of ministry related research skills.

The Cook School of Intercultural Studies serves the mission of the university in two very distinct ways. Its graduates have a broad exposure to the ideas that have shaped human thinking, specifically in the theoretical contributions pertinent to our fields of knowledge. The school also supports the university's General Education curriculum at the undergraduate level by offering cultural anthropology as a part of the required social science requirement, physical anthropology for the science requirement and TESOL as an undergraduate minor.

In order to foster the university's emphasis on developing critical thinking and encouraging sound Biblical faith, all CSICS course offerings are highly integrative in nature. All students are challenged to critically evaluate and test various theoretical models and to subject them to theological and Biblical examination. The emphasis is on the integration and application of concepts for the purpose of service and ministry in the world.

HISTORY OF CSICS  SECTION 2.2

From its inception in 1908, Biola has had an enduring commitment to the world, equipping students for effective cross-cultural careers in missions, medicine, education and other related areas. The birth of Biola University, then known as the Bible Institute of Los Angeles, took shape as an outgrowth of an evangelistic outreach known as the Fishermen's Club. In the early years, teams of students from the Bible Institute were frequently seen witnessing in downtown Los Angeles.

In 1916 Biola, through the efforts of Lyman and Milton Stewart who initiated a China project in 1909 expanded its outreach by opening the Hunan Bible Institute in South China. This school trained Chinese nationals for Christian service and continued to operate until it was forced to close its doors and transfer to Hong Kong in 1952.

Beginning in 1929, the Bible Institute began its annual Missionary Conference, which continues today. The Student Missionary Union is responsible for conducting the largest student-run missionary conference of its kind on the West Coast. SICS faculty serve as advisors to SMU.

In 1945, the School of Missionary Medicine was opened. The School graduated 25 classes from 1945 to 1966 before it was phased out to make way for a baccalaureate Department of Nursing in response to requests from mission boards for certified RNs on the mission field. Eighty percent of the School of Missionary Medicine graduates served or are serving in cross-cultural ministries. The Nursing
Department continues to graduate students in significant numbers who intend to become involved in cross-cultural service.

Beginning in 1968, the Missions Department was restructured to offer a Bachelor of Arts degree in Social Science/Missions. This was modified in 1978 to the present Bachelor of Arts in Intercultural Studies and in 2000 a B.A. in Anthropology became the second undergraduate degree. Graduate degrees in Missions were developed in Talbot School of Theology. These presently include a Master of Divinity with Missions Major, Master of Arts in Ministry with Missions Emphasis, and Master of Theology with a Missions Major.

In 1982, the University brought Dr. Marvin K. Mayer’s from a career with Wycliffe Bible Translators to lay the foundations for establishing a separate School of Intercultural Studies within the University, which would offer graduate degrees at the masters and doctoral levels in cross-cultural studies. The school was inaugurated in 1983 and began by offering the MA in Intercultural Studies and the Doctor of Missiology degrees. In 1988, the Ed.D. degree program, with an emphasis in intercultural educational studies, was added in cooperation with Talbot School of Theology's faculty of Christian Education. A year later, the SICS instituted the Field Course Program. This distance education program allows graduate students to take courses off-campus.

In 1991, William Carey International University’s Applied Linguistics and TESOL program under the leadership of Dr. Herbert Purnell moved to Biola and became the Applied Linguistics and TESOL department within SICS. Further strengthening the school’s linguistics offerings, the Summer Institute of Linguistics began a cooperative program within SICS, eventually joining the Department of Applied Linguistics and TESOL.

By 1997, the Ph.D. degree in Intercultural Education was approved and the Ed.D. degree discontinued. Today the school has over 16 full-time and part-time faculties, and several adjuncts, serving over 500 undergraduate and graduate students. SICS offers the following degrees: BA in Intercultural Studies and Anthropology; Certificate in TESOL and Linguistics; MA in Intercultural Studies, Missions, Applied Linguistics, Linguistics & Biblical Languages, TESOL, and Anthropology; Doctor of Missiology; and Doctor of Philosophy in Intercultural Education, and Intercultural Studies.

Over the years, four deans have provided leadership to the school. In 1989, the founding dean, Dr. Mayers, returned to his work with Wycliffe, and Dr. Donald E. Douglas was installed as second Dean of SICS. Dr. Douglas served abroad with SEND International, English Language Institute/China and World Vision International and taught in the Philippines, at Missionary Internship, and at the University of Michigan before coming to Biola University. Dr. F. Douglas Pennoyer was selected as the third dean of the school in 1998. Dr. Pennoyer was the Executive Director of the Small Tribes Organization of Western Washington (1978-1982), Seattle Pacific University's Director of the Intercultural Institute of Missions (1983-91), and the Senior Pastor of the Snohomish Free Methodist Church in Washington. Dr. Bulus Y. Galadima was selected as the fourth dean of the school in July 2014. Dr. Galadima served for many years as the provost/president of the largest evangelical graduate school in Nigeria, ECWA Theological Seminary, Jos.
ORGANIZATION STRUCTURE OF CSICS 

The Cook School of Intercultural Studies consists of four departments: the Department of Anthropology; the Department of Undergraduate Intercultural Studies, the Department of Graduate Intercultural Studies, and the Department of Applied Linguistics and Teaching English to Speakers of Other Languages (ALT). The Department of Graduate Intercultural Studies has five graduate programs: the Master of Arts in Intercultural Studies, the Master of Arts in Missions, the Doctor of Intercultural Studies, the Doctor of Philosophy in Intercultural Education and the Doctor of Philosophy in Intercultural Studies. The Department of Anthropology has one graduate degree, the MA in Anthropology. The ALT department has four graduate programs: the Certificates in TESOL and Applied Linguistics; the Master of Arts in TESOL; the Master of Arts in Linguistics and Biblical Languages, and the Master of Arts in Applied Linguistics. CSICS Undergraduate Programs include two undergraduate majors: the BA in Intercultural Studies and the Master of Arts in Linguistics and Biblical Languages, and the Master of Arts in Applied Linguistics.

CSICS OFFICE PROCEDURES 

The office for the Cook School of Intercultural Studies is located in Marshburn Hall. Students with questions regarding appointments with faculty or with the Dean, or need information that is not available in the Handbook, are invited to inquire at reception in the Marshburn Hall lobby.

The Cook School of Intercultural Studies communicates with its graduate students primarily via email. Occasionally, Cook faculty or administration may need to call, text or send something to a physical address. **Accurate, updated information is essential in our ability to provide you with the best service possible.** The student’s responsibility is to keep both the Biola Registrar’s Office and the Cook School of Intercultural Studies Office informed of all name, phone number, email and address changes.

**EMAIL:** *Every Biola student receives a University email address.* The default email address used for communicating with graduate students is the University email account. Student preferring an alternative address are encouraged to have their University email automatically forwarded to that address.

Please refer to the following sections for instructions on how to access your University email account.
BIOLA SPIRITUAL LIFE CONFERENCES

Each year Biola University offers special conferences to encourage personal spiritual growth and commitment to ministries of the church and school. During each semester there is one day that is set aside as a day of prayer and there are numerous activities scheduled during that day to encourage group and personal prayer.

In the fall semester each year, the Torrey (undergraduate) and Lyman Stewart (graduate) Bible Conferences are scheduled for a period of three days at approximately mid-semester. The University invites to campus gifted Bible teachers who present a special series of messages during the conferences. Classes are dismissed during the Torrey Conference, and students are encouraged to attend as many sessions as possible.

During the spring semester of each year, the University Student Missionary Union (SMU) schedules an annual Missions Conference, which runs for three days, during which classes are suspended. Special speakers are invited to campus as well as representatives from various mission agencies. The conference provides opportunities for CSICS graduate and undergraduate students to discuss career opportunities with representatives of various mission agencies. For those who are already field workers, it is a time to renew acquaintances and make new ones, as well as hear top speakers who update the campus on the current pulse of missions.

FINANCIAL AID & SCHOLARSHIP ASSISTANCE

Some scholarships are available to Cook graduate students. Students cannot be awarded more than their full tuition. Some scholarships may affect the amount received from other scholarships. U.S. students need to fill out a FAFSA form every year to be considered for financial aid. Apply for financial aid through biola.academicworks.com.

A. All students
   1. Church matching
   2. Spousal discount
      • 2/3 reduction of tuition rate for one spouse;
      • Cannot get other scholarships on top of this

   3. Federal loans
      • Only available if you have 5 credits (minimum) on campus spring/fall (not July)
      • Not available for classes in overseas lecture sites
      • Can be combined with missionary discount or spousal discount

   4. Missionary 1/3 scholarship
      • No minimum units
      • Available for Ph.D. and MA ICS, not D.Miss./DIS
      • Cannot be combined with the 1/3 global learning center discount
      • Cannot be combined with spousal discount

   5. Global learning center discount
      • 1/3 reduction on classes in a global learning center
• Students who “belong” to the global learning center receive the 1/3 discount for all classes in the program (including online and on campus)
• not available for D.Miss./DIS
• cannot be combined with missionary discount

6. Other CSICS scholarships/grants: Limited funds are available through Cook School of Intercultural Studies, designed to assist graduate students in completing their programs in a timely manner. To be considered for scholarships/grants administered by the school, graduate students must complete an application form indicating the extent and duration of their need

B. United States students
   1. Graduate Grant: Please see information online at: The Cook Graduate Financial Aid Website.

C. International Students
   1. International Student Aid Grant
   2. International Leadership Grant
      Please see information pertaining to both online at: The Cook International Financial Aid Website.

Further details of financial aid programs may be obtained from the Biola Financial Aid Office by clicking this link to the Financial Aid Office.

Teaching and research assistantships, which are ordinarily contracted for one term at a time, involve nomination by the faculty member with whom the student will work. Students should discuss the possibility of becoming a Teaching Assistant or Graduate Assistant with school faculty members prior to the term in which they wish to become an assistant. Since TAs and GAs are considered employees of the university during the duration of their appointment, they must complete university employment forms. Stipends are paid bimonthly.

MAIL SERVICES

Mailboxes are available to all graduate students. The mailboxes are located in Marshburn Hall lobby. Students desiring a mailbox may request one at Reception in the Marshburn Hall lobby. Students leaving their CSICS program for any reason must return the key to Reception to avoid an $8.00 key replacement fee.

This mailbox may be used to receive off-campus mail and packages when the following address is used:

Your Name
Biola University
SICS Box # (your number)
13800 Biola Ave.
La Mirada, CA 90639

This system includes “Campus Mail” (in-house, internal mailings), and “Outside Mail” (USPS mail, delivery services such as UPS or FedEx).
Tampering with another person’s mail is a federal offense as well as a violation of University policy.

**Purpose and Use Restrictions**

Use of “Campus Mail” must be in accord with University policy and applicable law. Campus Mail will be accepted only from current and emeritus Biola employees and students, and from university departments and recognized student organizations.

Campus Mail service is restricted to those mailings directly related to (a) official university business or (b) personal communication between members of the Biola community. It is not available to outside agencies, organizations, and commercial firms for activities not directly sponsored or conducted by the university. Also, use of Mail Services for the personal and private business of university students, faculty, and staff members is subject to the discretion of the Mail Services office.

This policy is designed to ensure compliance with federal regulations and university guidelines relating to the use of U.S. and Biola Mail Services.

**PRIVACY SECTION 2.9**

Once “Outside Mail” comes to Biola University from the USPS or other delivery service, Biola University is acting as an agent for the recipient (not as a “contract employee” of the USPS) and, as such, inspection and delivery by Biola University is subject to the following provisions.

Biola University reserves the right to inspect the contents of any item, whether Campus Mail or Outside Mail, and to withhold delivery of any inappropriate or suspicious items. While Biola Mail Services will not routinely open mail, items will be opened by authorized Mail Services supervisory personnel when:

- no other means can be used to determine recipient or, in the case of mail that must be returned, when the sender cannot be determined.
- material that is inappropriate or suspected to be inappropriate is found. Mail Services personnel will withhold delivery of such material and notify the Office of the Dean of Cook School of Intercultural Studies if mail items contain substances, materials or communication that violate the mission and policies of Biola University.
- suspicious mail items are found. Mail Services personnel will withhold delivery of such material; safety authorities may be called to investigate and these items may be opened to determine the contents.

Material is considered inappropriate or objectionable which (among other things) depicts, expresses or deals with matters of nudity, sexual activity, sex, drug misuse or addiction, crime, cruelty or violence in a manner that conflicts with the stated mission, standards, and policies of Biola University. Final determination of inappropriateness shall rest with the Dean of Students or his/her designee.

**GOOGLE APPS & CANVAS INSTRUCTIONS SECTION 2.10**

1. What is Google Apps?
   a. Google Apps is a package of online tools that makes communicating and collaborating easier and more efficient. The cornerstone of Google Apps is Gmail, Google’s web-based email program, which integrates with Google Calendar, for coordinating schedules, and Google
Docs, for creating and sharing documents. All of these services are hosted online, so email, documents, and calendars are always accessible from any computer.

2. How do I get access to Google Apps?
   a. Before accessing Google Apps, you need to set your password using http://login.biola.edu/first-time. Once you have done this you will find instructions for logging in to your Google Apps account on the Welcome page of login.biola.edu.
   b. Once you know your email address and password you can log in to Google Apps by going to http://mail.biola.edu. Use the first half of your email address, the part before @biola.edu, as your user name.
   c. IT IS YOUR RESPONSIBILITY TO CHECK YOUR BIOLA EMAIL DAILY, as faculty often use email to communicate with you. NOTE: You can access your University email address from anywhere in the world by going to http://mail.biola.edu

Canvas instructions

Please refer to this link for instructions on how to navigate Canvas.

MY ACCOUNT

My Account is a key part of Biola internal communications. It serves as a primary source for campus announcements and news, group communication, and also private, password-protected data, like finances, grades, etc. Please be sure to register through My Account.

BIOLA LIBRARY

All currently registered students have access to the Biola library. The Biola ID serves as the library card and allows entrance into the library. The Net ID and password (given upon matriculation) are required to access all online databases. Students can set up and access a library account via the library website. Students may also borrow resources utilizing Link+ and the Interlibrary Loan service [ILL]. The Biola Library allows up to $100 per student to be used for any additional fees required to secure ILL resources. Also, the library covers all costs involved in securing resources for students working on their dissertation (i.e., there is no limit imposed on these fees). As well, the library will send articles anywhere, either by electronic format or two-day priority shipping. However, nonresidential students are encouraged to use their local libraries for borrowing books through interlibrary loan. For more information, consult the Biola Library website.

DOCTORAL RESEARCH GROUP [DRG]

This student-led group generally gathers once a month throughout the semester to discuss items of interest and relevance to the CSICS doctoral community. Topics discussed in recent gatherings include the following: writing for publication, analyzing one’s own data, defending one’s proposal, using EndNote, and preparing for the qualifying exam. Information about upcoming
meetings is highlighted in the doctoral newsletter called the “Doctoral Update” (see “Doctoral Newsletter” below).

DOCTORAL NEWSLETTER

The CSICS “Doctoral Update” is published as an occasional newsletter for all doctoral students. Our intent is that it will serve to both inform and encourage the Cook doctoral community by highlighting student progress, listing upcoming events and courses, reminding everyone of important program information, and providing another means to communicate with one another. Please send any news items, suggestions, and comments to Patti Colombo at csicsgrad@biola.edu.
OVERVIEW

This academic doctoral degree further equips experienced educational professionals by deepening their understanding and application of relevant theoretical constructs in intercultural education. Graduates of this program often teach in higher education and lead educational institutions in intercultural contexts.

The Doctor of Philosophy in Intercultural Education [Ph.D.–ICE] equips students for professional vocations in various educational arenas. The program aims to produce graduates who engage in research and writing about cross-cultural educational endeavors, are competent educators for intercultural contexts, and integrate a biblically informed perspective into their understanding and practice of education.

The Doctor of Philosophy in Intercultural Studies Degree [Ph.D.–ICS] equips students for professional vocations in a variety of cross-cultural arenas. The program aims to produce graduates who engage in research and writing about cross-cultural issues, have competence in intercultural interaction, change, and transformation, and integrate a biblically informed perspective into their understanding of culture.

Students may gain admittance to the programs through the Ph.D. application process conducted by the Admissions Office of Biola University. An accredited master’s degree or its equivalent appropriate to the Ph.D. is required for admission. Students must have a GPA of at least 3.30 in their previous graduate studies. Three years of cross-cultural experience plus proficiency in a second language is preferred. Three years of teaching experience in a cross-cultural or multicultural setting or its equivalent is expected of students pursuing the Ph.D. in Intercultural Education.

The major components of the Ph.D. programs include the following: completion of 60 units (beyond the master’s degree) of required coursework, successful completion of the qualifying exam, successful defense of the dissertation proposal, and the research, writing, and defense of the doctoral dissertation. Conferral of doctoral degrees is made twice a year at the winter and spring commencements.

The Doctor of Intercultural Studies [DIS] is a practitioner's degree designed to enhance people, partnerships and publications that advance the missions enterprise in scholarship, spirituality, service, and sacrifice through the critical strategizing of three cross-disciplines: church history, theology, and the social sciences. The program's goal is to promote the development of teachers, mission administrators and consultants, Bible translators, church multipliers, curriculum developers, community developers, member care professionals, and business persons who will be able to conduct cross-cultural ministries with greater conviction, clarity, competence, and compassion, without compromising the sacred Scriptures.

Students may gain admittance to the programs through the DIS application process conducted by the Admissions Office of Biola University. An accredited master’s degree or its equivalent appropriate to the DIS. is required for admission. Students must have a GPA of at least 3.0 in their previous graduate studies. Three years of cross-cultural experience plus proficiency in a second language is preferred.

The major components of the DIS programs include the following: completion of 40 units (beyond the master’s degree) of required coursework, successful completion of the qualifying exam, successful defense of the dissertation proposal, and the research, writing, and defense of the doctoral dissertation. Conferral of doctoral degrees is made twice a year at the winter and spring commencements.

BIOLA CATALOG AND COURSE LISTINGS LINK

Click here for the Biola University Catalog for the most up-to-date program information and course listings.
ADMISSION REQUIREMENTS

SECTION 3.3

1. A baccalaureate degree from an accredited college or university with a minimum grade point average of 3.0 (on a 4.0 scale).

2. For the Ph.D. in Intercultural Education/Intercultural Studies: An accredited master's degree or its equivalent appropriate to the Ph.D. with a minimum GPA of 3.30. For the DIS: An accredited master's degree or its equivalent appropriate to the DIS with a minimum GPA of 3.0.

3. Three years of cross-cultural experience plus proficiency in a second language is preferred for all doctoral programs. Three years of teaching experience in a cross-cultural or multicultural setting or its equivalent is expected of students pursuing the Ph.D. in Intercultural Education.

4. Applicants without intercultural/missions, Bible/theology, or educational studies may have additional coursework added to their program.

5. Submission of the following: (a) a one-two page statement outlining vocational objectives and how the degree will relate to those objectives, with possible dissertation topic included; (b) a writing sample in the form of an essay or research paper; (c) three letters of references on forms supplied by the admissions office; (d) official transcripts from all institutions of higher education attended, whether or not a degree was completed.

6. An oral interview with either the program director or their designate (may be completed over the phone) at the director's discretion.

7. Application and all required materials must be submitted by January 31 for fall semester admission, by August 30 for spring semester. Applications may be submitted after deadlines, along with an application fee of $65, but will only be considered if space and time allow. Late applications may be considered for admission to a later term.

Note: Official documents presented for admission or evaluation become part of the student's academic file and normally cannot be returned or copied for distribution.

ACADEMIC ADVISING & Enrollment

SECTION 3.4

All students will be assigned a faculty advisor prior to the beginning of their first semester of study. Faculty members are available to the students to plan their academic study in order to achieve the most effective program possible for each student. It is our goal to give all students the best learning options possible at Biola for fulfilling their personal career objectives.

Enrollment for the first semester in the program occurs a few days prior to the beginning of the semester. Faculty will be available at that time to advise students for their first semester registration.

Departmental tracking sheets are included in this handbook to advise students of credit requirements remaining for completion of the degree sought. Students’ faculty advisors will utilize the tracking sheet to help them work out each semester's schedule and a total program plan.

Enrollment

At matriculation, students will interact with a faculty advisor from the department and plan their first semester schedule. During each semester of enrollment, students are required to enroll for the following academic semester. Enrollment begins in late October during the fall semester and in late March during the spring semester. To plan registration for those semesters, students should contact their faculty advisor prior to enrollment.

Biola University's online system for registering for classes and enrolling in the University is found on myaccount.biola.edu. All students must complete both registration and enrollment.

Please file all Financial Aid paperwork on time! You must allow 4 - 6 weeks from the time you complete your financial aid file to prevent delays and not incur the Late Enrollment fee.
Below are the program requirements of the Ph.D. in Intercultural Education, the Ph.D. in Intercultural Studies, and the Doctor of Intercultural Studies.

**Ph.D. in Intercultural Education**

The Ph.D. in Intercultural Education program requires a minimum of 60 credits past the appropriate master's degree, with 48 semester hours of course work and 12 semester hours of dissertation research.

The 48-credit coursework component includes five foundational courses (13 credits), four specialized courses (12 credits), three electives or tutorials (9 credits), three Bible/Theology courses (9 credits), and two research methods courses (6 credits). The dissertation portion of the program includes two taught courses (6 credits) and allows students to devote up to five credits to independent research and writing. There is wide latitude for students to pursue their individual interests in elective courses (or tutorials) and ultimately in research for their doctoral dissertation.

If a student has completed a master's degree that does not contain the background necessary for the Ph.D. in Intercultural Education, the total program may be longer than 60 credits, as determined by the program director. A faculty advisor will guide each student in planning a program of study to serve his or her career needs. The degree offers an emphasis in either intercultural or multicultural education.

**Program Learning Outcomes**

Upon completion of the Doctor of Philosophy in Intercultural Education, students will be able to:

1. Demonstrate a mastery of relevant theories in intercultural education and related disciplines associated with one’s research area and/or ministry context. ULO 1
2. Engage in and publish independent educational research. ULO 1
3. Generate new understandings and explanations (e.g., theoretical constructs) and apply them in culturally appropriate ways to the improvement of educational outcomes in diverse contexts. ULO 2
4. Discuss and analyze the integration of one’s faith commitments, theological understandings, and pertinent educational convictions. ULO 3
5. Exemplify rigorous scholarship accompanied by Christ-honoring professionalism in all scholarly activities. ULO 3
**PH.D.—INTERCULTURAL EDUCATION CURRICULUM CHART**

**PROGRAM REQUIREMENTS:** The Ph.D. program includes five foundational courses (13 credits), four specialized courses (12 credits), three electives or tutorials (9 credits), three Bible/theology courses (9 credits), and two research methods courses (6 credits). **Prerequisites:** MA degree with a strong emphasis in intercultural studies, social sciences, or a related field. Minimal 3 year of cross-cultural experience. Prerequisites met: Yes_____ No_____

<table>
<thead>
<tr>
<th>Foundational Courses (13 Credits)</th>
<th>Credits</th>
<th>Term Completed</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISCL 700 Orientation to Graduate Intercultural Studies</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISCL 709 Intercultural Communication</td>
<td>3</td>
<td></td>
<td></td>
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<td>ISAN 761 Culture and Transformation</td>
<td>3</td>
<td></td>
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<td>Choose two of the following:</td>
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<td>ISCL 703 Curriculum Design for Intercultural Contexts</td>
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<td>Proposal Defense Completed</td>
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Ph.D. in Intercultural Studies

The Ph.D. in Intercultural Studies program requires a minimum of 60 credits past the appropriate master's degree, with 48 semester hours of course work and 12 semester hours of dissertation research.

The 48-credit component of the program includes five foundational courses (13 credits), four specialized courses (12 credits), three electives or tutorials (9 credits), three Bible/Theology courses (9 credits), and two research methods courses (6 credits). The dissertation portion of the program includes two taught courses (6 credits) and allows students to devote up to five credits to independent research and writing. There is wide latitude for students to pursue their individual interests in elective courses (or tutorials) and ultimately in research for their doctoral dissertation.

If a student has completed a master’s degree that does not contain the background necessary for the Ph.D. in Intercultural Studies, the total program will be longer than 60 credits, as determined by the program director. A faculty advisor will guide each student in planning a program of study to serve his or her needs.

Program Learning Outcomes

Upon completion of the Doctor of Philosophy in Intercultural Studies, students will be able to:
1. Demonstrate a mastery of relevant theories in intercultural studies and related disciplines associated with one’s research area and/or ministry context. ULO 1
2. Engage in and publish independent research in intercultural studies. ULO 1
3. Generate new understandings and explanations (e.g., theoretical constructs) and apply them in culturally appropriate ways to the improvement of vocational outcomes in diverse contexts. ULO 2
4. Discuss and analyze the integration of one’s faith commitments, and theological understandings, within the discipline of intercultural studies. ULO 3
5. Exemplify rigorous scholarship accompanied by Christ-honoring professionalism in all scholarly activities. ULO 3
Ph.D.—Intercultural Studies-Curriculum Chart

PROGRAM REQUIREMENTS: The Ph.D. program includes five foundational courses (13 credits), four specialized courses (12 credits), three electives or tutorials (9 credits), three Bible/theology courses (9 credits), and two research methods courses (6 credits). Prerequisites: MA degree with a strong emphasis in intercultural studies, social sciences, or a related field. Minimal 3 year of cross-cultural experience. Prerequisites met: Yes_____ No______

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Date ISCL 865 Qualifying Exam Completed_________  Date Proposal Defense Completed_________

Faculty Advisor Approval:__________________________  Date:____________________
Doctor of Intercultural Studies

The D.I.S. program requires 40 credits past the master's degree of which 4 credits normally are devoted to the capstone project, including ISCL 880.

The 36-credit coursework component of the program comprises 12 credits of theological and missiological foundations, 18 credits of missiology/intercultural studies courses, and 6 credits of research methods. Students are encouraged to integrate each modular into their capstone project.

A faculty advisor will guide each student in planning a program of courses to serve his or her ministry needs. Each student is expected to choose courses most appropriate to their research interest and will select a mentor from the graduate faculty to guide his or her capstone project. Admission into the graduate program of the School of Intercultural Studies does not guarantee completion of the doctoral degree.

DIS program outcomes

1. Demonstrate an understanding of important theories and theorists relevant to one’s research area and/or ministry context. TRUTH
2. Construct new applied understandings explaining how the student can improve vocational engagement outcomes. TRUTH
3. Demonstrate a mastery of important theoretical constructs in missiology applied to the student’s vocational engagement. TRANSFORMATION
4. Discuss and analyze the integration of one’s faith commitments, theological understandings, and pertinent educational convictions. TESTIMONY
5. Exemplify rigorous scholarship accompanied by Christ-honoring professionalism in all scholarly activities. TESTIMONY
Doctor of Intercultural Studies-Curriculum Chart

PROGRAM REQUIREMENTS: The Doctor of Intercultural Studies (DIS) program requires a minimum of 40 credits beyond the master's degree, with 36 credits of course work and 4 credits for the capstone project.

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<td>ISCL 742 History of the World Christian Movement</td>
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<td><strong>Bible/Theological Studies (6 Credits)</strong></td>
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<td>ISCL 751 Theology of Mission</td>
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CURRICULUM COURSE SUBSTITUTIONS

It is possible in the Ph.D. program for faculty to make decisions allowing course substitutions for required courses. Generally, students are encouraged to draw upon the total resources of Biola University to best
equip them for their vocation. Hence, courses in Talbot School of Theology, the School of Arts and Sciences, or Crowell School of Business may be appropriate for students’ program. When a faculty advisor concurs that such substitutions are necessary, the advisor may authorize course substitution request forms, which are submitted to the graduation counselor. In this way the student may draw from the entire curriculum of the university to build a personalized program of training for ministry.

While it is possible to make program changes, it should be kept in mind that programs have been planned to provide foundational skills. Substitutions will only be made in keeping with the integrity of the Ph.D. degrees offered in the School. If the choice of courses cannot be settled with one’s faculty advisor, appeal may be made to the faculty for final resolution.

TIME LIMIT FOR DEGREE COMPLETION

All course and academic requirements for the DIS and the Ph.D. in Intercultural Education/Studies degrees should be completed within seven years, beginning on the date of the student's first registration. Petitions for extension beyond seven years will be considered on a case-by-case basis for students. At times students may need to interrupt their programs for a semester or more for a variety of personal or work-related reasons. This may be done with the consent of their respective Ph.D. Program Director. Students must be continuously enrolled unless on an official Leave of Absence. Students who fail to register in any given semester without a Leave of Absence will be dropped from their respective doctoral program. Also, students on Leave of Absence beyond two consecutive semesters must reapply to their respective doctoral program.

WITHDRAWAL & RE-ADMISSION PROCEDURES

A student who must drop out of the school must go through the formal withdrawal process. To return to active status, the student should contact the program director and file a readmission form with the Office of Admissions.

TERMINATION FROM THE PROGRAM

Students may be terminated from their respective doctoral program for various reasons, including the following:

1. Exceeding the time limit for degree completion;
2. GPA lower than 3.3 (see subsections “GPA Requirements” and “Probation”) for Ph.D. students and 3.0 for DIS students
3. Failing the qualifying exam more than once;
4. Failure to successfully defend the dissertation proposal;
5. The inability to successfully defend the dissertation research (see “The Defense”);
6. Plagiarism (see Academic Integrity section 1.4)

Students who have completed 42 units of doctoral coursework may request conferral of a terminal MA in Intercultural Studies degree.
COOK SCHOOL OF INTERCULTURAL STUDIES
Ph.D. and DIS PROGRAM HANDBOOK

LEAVE OF ABSENCE

Inactive students are those who have requested and been granted Leave of Absence from the program. A Leave of Absence may be granted upon petition for change of status if there is deemed sufficient reason for interrupting the program and intention to return to the program.

A Leave of Absence may be granted upon petition for change of status if there is deemed sufficient reason for interrupting the program and intention to return to the program. Inactive students are those who have requested and been granted Leave of Absence from the program. A Leave of Absence must be renewed by petition each semester and may not exceed two consecutive semesters. A Leave of Absence longer than two semesters will require withdrawal from the program and a petition for readmission if the student later wishes to regain active status. Each Leave of Absence must receive the approval of the Program Advisor and the Dean of CSICS. Students on leave are required to register for ISCL 893 Leave of Absence each term.

Ph.D. PROGRAM GUIDE

Seven Preliminary Steps Leading Up to Original Research Phase

SECTION 3.11

1. Coursework

Advisement

At the outset of the program the Program Director will serve as Program Advisor to all new students. This faculty member is available to students to plan their academic studies in order to achieve the most appropriate program possible for students. When the student settles on a dissertation chair that person becomes their advisor. Chair selection is an assignment in the Research Design class and the choice is made by the student in consultation with the course instructor and their program advisor (see section 3.12 for additional information on selecting a chair).

Prior to beginning their coursework, students will receive from the Office of Admissions a program curriculum chart. These charts are useful in helping Program Advisors and students track student progress in coursework.

Enrollment (Formerly called Registration)

Enrollment for new and readmit graduate students is being conducted online from the first Monday in July at 9:00 am through, August 15th at 4:00 pm. To avoid a late enrollment fee all steps including down payment must be completed by the deadline (Please note: if you choose to use the down payment method you MUST also sign up for a payment plan at the same time). The charge for late enrollment is $200.

Online enrollment can be found at https://login.biola.edu/mybiola/login (new students will receive their BSI [Biola Student ID number] when they are accepted and NET ID’s/passwords (for validated students) will be available the day after you validate your acceptance at https://login.biola.edu/mybiola/login – new students click on “First time logging in.” This will also link you to the class schedule and curriculum charts.

It is important that students utilize the correct registration codes (see below). For questions about registration, contact Patti Colombo (patti.colombo@biola.edu).
Registration Codes
01: on campus
C: extension center in Chiang Mai, Thailand
S: extension center in Vevey, Switzerland
800: doctoral-level course
700: MA- or Ph.D.-level course
C1/S1: MA-level course only
C2/S2: doctoral-level only

GPA Requirements

Students are required to maintain at least a 3.3 grade-point average throughout their programs.

Probation

Students who fail to maintain the minimum GPA will be placed on academic probation. During probation, students are advised to take a maximum of 6 units per year. Students who fail to achieve at least a 3.3 GPA by the end of the second semester of probation will be subject to dismissal from their doctoral program. Appeals for readmission must be directed to the Dean of the Cook School of Intercultural Studies.

Course Load

A typical course load for full-time students is 6 units per semester. Students engaged in full-time work or ministry should strongly consider taking a reduced load due to the intensive nature of doctoral course work.

Course Reductions

If a student enters the Ph.D. program having completed a graduate degree in a field similar to intercultural studies and has been involved in extensive intercultural work, he/she may be eligible to receive up to 9 competency credits toward the Foundational Core classes. Additionally, students with advanced work in Bible and theology may also be eligible for up to 9 credits of Bible/theology reductions for work completed as part of a D.Min. or D.Miss/DIS. degree, and up to 6 credits of reduction for students with a Th.M. degree. Requests for course reductions from other students with extensive coursework in Bible and theology will be considered on a case by case basis and will not normally exceed 6 credits of course reductions.

At the recommendation of the Ph.D. Program Advisor and with the approval of the doctoral studies committee, students with a previous doctoral degree may be given course reductions of up to 24 credits but must complete at least 24 credits of new course work at Biola, plus a new dissertation (i.e., 12 credits). The Program Advisor will guide each student in planning a program of study to serve his or her career needs. The degree offers a concentration in either intercultural or multicultural education. Students are expected to choose the concentration most appropriate to their research interests.

A tutorial is a supervised course relevant to a student’s research and may be accomplished individually or with other students. In general, tutorials are largely self-directed and are often used to contribute to students’ literature reviews. Students should plan to spend a minimum of 135 hours on a 3-unit tutorial during the semester. Students may register for up to three tutorials throughout the duration of their program. Unless an exception is granted, tutorials must be supervised by a CSICS graduate faculty
member. While students generally register for a tutorial course (ISCL 873) under their respective Program Director, students may arrange to work on a tutorial course with another Cook faculty member who is knowledgeable about the student’s dissertation topic (or another topic of study relevant to their program). Upon consultation with the Program Advisor, it may be possible for students to work with a faculty member from another school at Biola University. It is the responsibility of students to contact the professor early in the semester in order to discuss their objectives and a proposed plan of study throughout the semester. It is up to the discretion of the supervisory professor as to how often students will meet with him or her and/or submit assignments during the semester.

Electives

Upon consultation with their dissertation chairs and/or program advisors, students may choose to take up to three elective courses. It is strongly advised that the subject matter of these courses be relevant to the students’ programs.

Residency Requirement

All CSICS Ph.D. Students must take at least 50% (usually 24 credits) of their coursework at Biola’s main campus in La Mirada, CA. Tutorials may count toward fulfilling the residency requirement provided there are some face-to-face meetings with a professor while on campus for other courses. On-campus students may also participate in extension center courses if space allows.

DIS Students do not have an on-campus residency requirement, but cannot take more than 49% of their coursework (more than 17 units) online, and cannot take more than 49% of their coursework in any single global learning center (such as Chiang Mai, Thailand)

Course Delivery System

1. Hybrid: During the fall and spring semesters, the modular courses blend weekend face-to-face class time with online interaction throughout the semester. The face-to-face portion is typically a doctoral seminar in which students come prepared to present and interact. The typical schedule of a hybrid course lasts two consecutive weekends. For specific times, please check with the class instructor. All courses are semester long.

2. Wholly Online: These courses are held online all semester long utilizing Canvas. These courses are not considered “independent study;” rather, students progress together through the course material by reading course texts, posting assignments, and interacting with one another utilizing the “threaded discussion” feature of Canvas. Students may participate in course discussion regardless of where they are located geographically and should plan to spend about 10 hours per week on a 3-unit online course.

3. Face-to-face Overseas: These courses are offered in January and the summer in a one-week, all day format. For January classes, the lecture portion is taught in Chiang Mai, Thailand or Switzerland. Summer classes are taught at the La Mirada campus. Most classes will also have an online component supplementing the face-to-face classes. Offering these hybrid classes with the lecture potion in Chiang Mai or Switzerland enables qualified students serving in ministries and professional vocations in the surrounding region complete up to 24 units of their doctoral studies program by taking courses at an extension site.

All Ph.D. students attending courses at the extension site receive a one-third tuition reduction. DIS students do not receive this tuition reduction because their tuition is already reduced to that of master’s level courses. No application is necessary. Standard tuition rates apply for study on Biola’s La Mirada
campus. Please contact the CSICS Distance Learning Administrator for more information, csicsgrad@biola.edu.

4. **Semester-long Courses**: With the approval of their Program Advisors, students may enroll in semester-long courses at any of Biola’s schools.

**Format and Style for Academic (Non-dissertation) Papers & Writing Center**

For all academic papers, students must use the *Publication Manual of the American Psychological Association, Sixth Edition* and the “Concise Form & Style Guide.” The CSICS Graduate Administrative Assistant, Patti Colombo at csicsgrad@biola.edu, will email you a pdf of the “Concise Form & Style Guide” upon request. It is also located on the Ph.D. program website under resources.

Biola’s Writing Center is a place where students of all disciplines and writing abilities can discuss their writing with a trained consultant, designed to provide feedback and assessment of papers in progress. The focus is on the process of writing and assisting students who have writing deficiencies—not on editing or proofreading. The Center is open to all Biola students, both under- and postgraduate.

Assistance is provided on a walk-in basis or by appointment. Please call the office for further information, (562) 903-4826. The writing center is located in the Biola Library middle level.

For free grammar checker software, click this link for the WhiteSmoke Grammar Checker.

**2. Portfolio Assessment Systems**

The Cook School of Intercultural Studies (CSICS) at Biola University has chosen to utilize a Portfolio Assessment System for its doctoral programs for all students admitted later than Fall 2012. This system is designed as a means to help monitor student progress in developing as a scholar. Students should upload the required components to their “CSICS program portfolio” on Canvas by January 31st for Fall semester work and by May 30th (or end of the semester) for Spring semester work. Students will submit a variety of course materials periodically throughout the duration of the doctoral program. The required components are shown in the table below:

<p>| 1. | After 12 months in the program | Upload your rubric from the final scholarly paper in a class of your choice | PLO 1 |
| 2. | After you take ISCL 872 foundations | Upload your rubric grade sheet from the final paper | PLO 5 |
| 3. | After 2 years in the program | Upload a book review or an article of publishable quality; or a conference paper that was presented. | PLO 2 |</p>
<table>
<thead>
<tr>
<th></th>
<th>After 2 years in the program</th>
<th>Upload our rubric/grade sheet for a presentation in class</th>
<th>PLO 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>PHD only: After you take ISCL 803 qualitative research</td>
<td>Upload your rubric grade sheet from your mini project</td>
<td>PLO 3</td>
</tr>
<tr>
<td>5</td>
<td>PHD: After you take ISCL 879 Research design  DIS: After you take your research methods course</td>
<td>Upload your rubric grade sheet for your final paper</td>
<td>PLO 3</td>
</tr>
<tr>
<td>6</td>
<td>After you take ISCL 801 (if you are PHD ICS) or ISCL 816 (if you are PHD ICE)</td>
<td>Upload your rubric grade sheet</td>
<td>PLO 1</td>
</tr>
<tr>
<td>7</td>
<td>Qualifying Exam</td>
<td>Upload your score sheet</td>
<td>PLO 4</td>
</tr>
<tr>
<td>8</td>
<td>Approved dissertation proposal</td>
<td>Upload your signed routing sheet</td>
<td>PLO 5</td>
</tr>
</tbody>
</table>

1. **Scholarly paper (PLO #1)** (first 12 months) Submit the final scholarly paper from a class of your choice.
   - Criteria for assessment:
     a. Demonstrated understanding of pertinent theoretical issues (i.e. integration of coursework, theological and intercultural analysis as appropriate);
     b. Coherent organization;
     c. Clear, concise, and accuracy of written expression; and

2. **Introduction to dissertation topic** (upon completion of course) (Upload the grade sheet/rubric for your final assignment in ISCL 872 Foundations of Doctoral Research): You must attain an 88% or better on the paper or you have one semester to re-write. If you do not re-write within that timeframe, you will be on academic probation.
   - Criteria for assessment:
     a. A convincing argument for the necessity of the study;
     b. A clear statement of the research problem articulating what is unknown;
     c. An unambiguous statement of the purpose of the study;
     d. Research questions that flow logically from the purpose statement;
     e. A clear explanation of the study’s delimitations and limitations;
f. A convincing presentation of the significance of the study

  g. Clear, concise, and accurate written expression; and


3. **Book review** of publishable quality (end of second year)
   - Criteria for assessment:
     a. Same as for scholarly paper; and
     b. Adherence to editorial guidelines for a named academic journal
     OR

   **Article of publishable quality** for a scholarly journal, or a conference paper that was presented
   - Criteria for assessment:
     a. Same as for scholarly paper; and
     b. Adherence to editorial guidelines for a named academic journal

4. **Evaluated class presentation** where you attained a B+ or better

5. **Evaluated Qualitative research project (PhD only)** (upon completion of the course)
   (Upload the rubric/grade sheet of your final assignment in *ISCL 803 Qualitative Research*)
   You must attain an 88% or better on the paper or you have one semester to successfully complete a new project. If you do not submit a passing project that timeframe, you will be on academic probation.

6. **Evaluated Methods and procedures chapter** (upon completion of the course)
   (Upload the rubric/grade sheet for your final assignment in *ISCL 879 Research Design for PhD or ISCL 883 or other research methods class for DIS*). You must attain an 88% or better on the final paper or you have one semester to re-write. If you do not submit a passing revision within that timeframe, you will be on academic probation.
   - Criteria for assessment:
     a. Justification and explanation of proposed research paradigm and approach;
     b. Description of clear and feasible data collection strategies and procedures;
     c. Potential ethical considerations with strategies for coping with them;
     d. Clear description of appropriate validation/verification strategies;
     e. Clear, concise, accurate written expression;
     f. Adherence to the latest *Publication Manual of the American Psychological Association Sixth Edition*; and
     g. Logical and coherent organization

7. **Evaluated Philosophy of ministry/Philosophy of education** (Upon completion of the course)
Final assignment in ISCL 801 Method and Theory of Cross-cultural Ministry (Ph.D., ICS) OR ISCL 816 Educational Theory (Ph.D., ICE). Must attain a B+ or better or you have one semester to re-write. If you do not re-write within that timeframe, the doctoral committee will meet with you for advising.

8. **Qualifying exam**
   - Criteria for assessment:
     a. A well organized and well-developed essay demonstrating an acquaintance with and understanding of pertinent theorists and theories;
     b. A discussion of areas of agreement/disagreement among theorists (with application to students’ context and research interest), including citations from important works;
     c. A demonstrated capacity to apply theoretical constructs to a given context and/or research interest uniquely to each question, indicative of an ability to integrate and synthesize relevant concepts; and,
     d. A well-written, concise, and precise essay manifesting mastery of the *Publication Manual of the American Psychological Association, Sixth Edition* form and style requirements, including attention to grammar, spelling and other important aspects of professional-level written expression.

9. **Approved dissertation proposal**

3. **Graduation Procedures Check—Part 1**

As soon as students complete their coursework, they must contact their Program Advisor who will verify their coursework completion, then schedule a consultation (which can be done by phone or email) with a Graduate Graduation Counselor, 562-944-0351 x5231, for a Graduation Procedures Check or “grad check.” The grad check ensures that all University coursework and graduation requirements have been met. Students should complete the grad check before writing the qualifying exam.

4. **Qualifying Exam**

After all required coursework is successfully completed, students may register for ISCL 865 Qualifying Examination to take the qualifying exam. The qualifying exam represents a transitional point in the doctoral program. Focusing on skills of integration and synthesis, the exam gives evidence that students have mastered a breadth of foundational understandings that position them to undertake original research. Along with the dissertation proposal, the exam marks the passage from student to scholar. For F1 visa students, the qualifying exam counts for full-time status during the semester they are registered.

Students should consult with their dissertation chair prior to registering for the qualifying exam. Once the chair agrees that they are ready to write the exam, students then register for the qualifying exam in the semester in which they wish to take it. Before registering for the qualifying exam, students must have a cumulative GPA of at least 3.3.

Cook faculty members write exam questions during the first month of that semester. Students can arrange with Patti Colombo (csicsgrad@biola.edu), the CSICS Graduate Administrative Assistant, to write their
exams during the semester in which they are registered. Check with the CSICS Graduate Administrative Assistant for dates of the exam. Students will have five consecutive days (i.e., five consecutive 24-hour periods) to submit responses to their four questions. Students may consult print and electronic sources, but may not consult with another human being. Responses to each question should be no longer than 1500 words (approximately six pages of double-spaced text). Students should use the *Publication Manual of the American Psychological Association, Sixth Edition* for formatting. The required reference list is not included in the word count.

Graders of the exams are looking for the following:

1. A well-organized and well-developed essay demonstrating an acquaintance with and understanding of pertinent theorists and theories;
2. A discussion of areas of agreement/disagreement among theorists (with applications to each student’s context and research interest), including citations from important works;
3. A demonstrated capacity to apply theoretical constructs to a given context and/or research interest uniquely to each question, indicative of an ability to integrate and synthesize relevant concepts; and,
4. A well-written, concise, and precise essay manifesting mastery of the *Publication Manual of the American Psychological Association, Sixth Edition* form and style requirements, including attention to grammar, spelling, and other important aspects of professional-level written expression.

Each qualifying exam question will have two faculty members as graders. Graders will assess each question with a mark between 1 and 4, utilizing half-point increments.

24–32 = Pass (each question must earn at least 5 points, and the exam total must be 24 or higher)
16–23.5= Rewrite every question that scored below 5 points or the lowest scoring question. A re-written question must score at least 6
8–15 = Rewrite the entire exam with new questions at a later date

If a student fails the qualifying exam, the Program Director will notify the student and will explain both the results of the exam and the options available. If all components of the qualifying exam have not been successfully completed within the semester, students should register for ISCL 866 Qualifying Examination Extension (0 units), fee $100. Students may retake the qualifying exam course only once, and the second time they will not be given a chance to re-write essays for any failing questions. Students are advised that retaking the qualifying exam is a discretionary privilege that may not be granted if, in the estimation of faculty, they manifest little likelihood of passing the qualifying exam course on the second attempt. If a student does not pass on the second attempt, that student will be terminated from their doctoral program and offered a terminal MA in ICS.

5. Dissertation Proposal

CSICS Ph.D. students commence formulating their dissertation research at the onset of their doctoral programs in the ISCL 872 Foundations of Doctoral Research course. They refine their dissertation topics throughout their coursework and, particularly, in the ISCL 803 Qualitative Research and ISCL 879 Research Design courses. By the end of these two research methods courses, students should have a clear understanding of the research process. ISCL 891 Dissertation Proposal is an online course that requires the formulation of a defensible doctoral dissertation proposal.

DIS students commence formulating their dissertation research at the onset of their doctoral programs in the ISCL 872 Foundations of Doctoral Research course. They refine their dissertation topics throughout their coursework and, particularly, in the ISCL 883 Action Reflection course. By the end of these methods courses, students should have a clear understanding of the research process. ISCL 881 Capstone Project Proposal is an online course that requires the formulation of a defensible doctoral dissertation proposal.
After successfully completing all required coursework and passing the qualifying exam, students must submit a dissertation proposal to the chairperson of their doctoral dissertation committee. When the chair declares the proposal ready to defend, the candidate will submit copies to each member of the dissertation committee at least two weeks prior to the defense. The committee chair will schedule a proposal defense. The committee will have three decisions: 1.) approval, 2.) pass with changes to the proposal, allowing the candidate to proceed, or 3.) failure. In the case of failure, the student will be dismissed from the doctoral program and offered a terminal MA in ICS.

6. Candidacy

Official Ph.D. candidacy indicates that students have completed all of the preliminary requirements and are now qualified to undertake original research contributing to scholarship in their respective fields through their doctoral dissertations.

To achieve candidacy, students must successfully complete the following:

1. Required coursework and the Graduation Procedures Check (or grad check);
2. Portfolio, approved by the doctoral committee;
3. Qualifying exam; and

It is the responsibility of students to contact their advisors in order to ensure all candidacy requirements have been met. Upon completion of the requirements, students will be notified of their acceptance to candidacy. Upon achieving candidacy, students may implement their proposed research plans under the supervision of the approved doctoral chairperson. Once a student has achieved candidacy, they may register for ISCL 880/890 to conduct their field research.

Students enrolled in ISCL 890, ISCL 880 Dissertation Field Research or ISCL 891 or ISCL 881 Dissertation/Capstone Project Proposal are considered full-time students if they enroll for at least 2 units per semester. During the dissertation phase, doctoral students are considered full time for a maximum of two years. If doctoral candidates have not defended their dissertations by the time all required dissertation units are completed, they must enroll continuously in ISCL 890/890: Dissertation Field Research for 0 units each semester until the successful defense of the dissertation. This enrollment carries no academic credit but maintains the students’ continuous registration.

7. Approval from the Protection of Human Rights in Research Committee [PHRRC]

The final step to complete before students can begin the original research phase is to receive approval for their doctoral research proposals from the Protection of Human Rights in Research Committee [PHRRC]. All doctoral research proposals at Biola University must receive approval before field research begins. The PHRRC is a campus-wide committee of graduate professors who rule on the matter of human subjects research projects.

It is important for students to consider this requirement, particularly while they are enrolled in ISCL 879 Research Design when they are formalizing their dissertation proposals. Since university-wide committees seldom meet during the summer, students should plan to submit their proposals to the committee during one of the regular semesters. This is to protect both students and the University in a time of increasing litigation and heightened awareness of the rights of those people with whom students work. For the PHRRC guidelines and application, click here to access the pdfs. Students are required to complete all
requirements of the PHRRC committee and receive approval of their PHRRC application from their chair before submitting the application.

Once students have filled out the application, they should email the application and one blind copy of the application, both in Word files, to their dissertation chair. Once the chair approves the application, the student may submit their form to phrrc.submissions@biola.edu.

**ORIGINAL RESEARCH PHASE**

**SECTION 3.12**

**Dissertation Committee**

Forming the dissertation committee normally begins with identifying a chair with whom students will work closely as they carry out their dissertation research. This faculty member must be someone with whom students will be comfortable working and entering into student/mentor relationships. The chair should also be capable of supporting and guiding the student through the research and writing process. The chair may be knowledgeable about a student’s research topic and/or able to find a Subject Matter Expert to support the student’s research. The selection of a chair is consensual. Chair selection is an assignment in the ISCL 879 Research Design course for Ph.D. Students and in the ISCL 883 course for DIS students. When the student has identified a likely chair, they must check with their program director for approval before approaching the faculty member. Students will then work with their chair to identify the two remaining committee members. These members must be chosen on the basis of ability to contribute to the research topic and complementation in expertise for other members on the committee. In some cases, an outside reader may be asked to read and comment on a dissertation in order to provide expert opinion on a particular topic, or it may even be appropriate to form a four-person committee. The Program Directors reserve the right to serve as ex-officio members of every doctoral committee.

At CSICS, Ph.D. committees normally have three members, including the chair; DIS committees can have two members including the chair, at the approval of the DIS program director. For all committees, the chair and at least one additional committee member must be a CSICS faculty member. The third member can be any qualified person inside or outside of CSICS.

- If the chair of a dissertation is no longer serving as a CSICS faculty member, it is the responsibility of the candidate to find a new chair from among CSICS faculty. At least one member MUST be part of the current grad faculty. Exceptions must be approved by the grad SICS department.
- Additionally, if at any point neither the second nor third member of the dissertation committee is a CSICS faculty member, the candidate must reorganize his or her committee so that the chair and at least one reader are current members of CSICS faculty.
- If the candidate is not satisfied with the dissertation committee, he or she may find replacements for the committee, as long as the chair and at least one reader are current CSICS faculty members.

Students must submit changes to their committee to their program director for approval.

**Registration for Dissertation Research Courses**

After receiving PHRRC approval, Ph.D. students must register for ISCL 890 Ph.D. Dissertation Field Research and DIS students must register for ISCL 880 DIS Dissertation Field Research. In order to maintain active enrollment in the program, Ph.D. students must continue to register for ISCL 890 in subsequent semesters, and DIS students must continue to register for at least 0 units of ISCL 880 in subsequent semesters. Students who fail to register continuously each semester are automatically dropped from the Ph.D. program. Students who are inactive are also not able to graduate. To return to active
status, students must contact the Program Director and file a readmission form with the Office of Admissions. Students are considered full time if registered for ISCL 890 or ISCL 880 regardless of how many units they take. They can only be considered full time for a total of four semesters for the purposes of financial aid or student visas.

Format Style for Dissertations

Students must consult the *Publication Manual of the American Psychological Association, Sixth Edition* and the full version of the “Cook Style Manual for Doctoral Students” (Contact Patti Colombo, csicsgrad@biola.edu, for a pdf). Students are highly encouraged to develop a working knowledge of Microsoft Word in order to correctly format their papers. Additionally, students should acquire and master a bibliographic management program for their references (e.g., Zotero, Mendeley, EndNote, etc.) A program is required in the Foundations of Doctoral Research class, and students should work to keep their chosen program up to date throughout their coursework, in preparation for writing their dissertation.

The reproduction of copyrighted material such as original tables or figures from published work requires a letter of permission from the copyright holder (i.e., the publisher, not the author, of the copy righted material). Students who wish to reproduce such copy righted material in their dissertation must secure the requisite letters of permission prior to the dissertation defense. If permission has not been secured prior to defense, the student will be required to remove the copy righted material from the dissertation.

Dissertation Length Guidelines

Recognizing that a dissertation is a highly individual product that depends strongly on the author, nevertheless at CSICS we believe that there are some useful guidelines regarding the length of high-quality dissertations.

In general, if a dissertation falls below 52,500 words (appx. 150 pages) it is unlikely to reflect the quality of scholarship expected at the Ph.D. level in CSICS.

- If a dissertation contains fewer than 52,500 words, we will wonder if it adequately addressed the topic and findings.

In general, a dissertation should not require more than 100,000 words (appx. 300 pages) to adequately express the scholarship expected at the Ph.D. level in CSICS.

- If a dissertation exceeds 100,500 words, it is unlikely to focus appropriately on the central features of importance on the topic and findings.

Therefore, students are encouraged to diligently review their work to ensure that it meets the minimum standards of quality for a Ph.D. dissertation in CSICS, and that it stays appropriately focused on the topic and findings. Students who wish to exceed the 100,000-word limit should present a one-page rationale for the extension to their committee for consideration.

First Draft of the Dissertation/Capstone Project

The dissertation chair will work with students during the data collection, data analysis, and writing process. The candidate must submit an acceptable first draft of the dissertation to the chairperson no later than the last day of the semester prior to the semester in which the student expects to graduate. Normally only the chair reads the first draft of the dissertation.

Defensible Draft of the Dissertation/Capstone Project
Successive drafts may be required leading up to a defensible draft. If approved by the chair for defense, students must present a copy of the dissertation to all committee members no later than 10 weeks prior to the expected graduation date (i.e. within the first 5 weeks of the semester) and two weeks prior to the defense date. The defense can be scheduled at a mutually agreeable time to all committee members, but no later than 8 weeks prior to graduation.

**The Dissertation/Capstone Project Defense**

During the semester students plan to graduate, they must be enrolled at Biola, as the University only graduates active students. During the final semester students and their doctoral committees schedule a public defense of the dissertation so that others in the University who have an interest in the research may attend.

The defense will be led by the chair and will consist of the student and the members of the committee. Other members of the faculty may attend the defense as observers, and at the discretion of the chair may be invited to ask questions or make comments. Defenses are public events, but guests do not have speaking privileges.

At the conclusion of the defense, the student, all guests and visiting faculty will leave the room while the committee makes its decision. Defense committees shall choose from one of the following decisions:

1. **Pass**: This decision indicates that the student has successfully defended the dissertation and is ready for the final stages of the dissertation process. Undoubtedly, minor changes in the defensible draft will be required by the committee. It will be the responsibility of the chair to ensure that these changes are made before giving final approval.

2. **Conditional Pass**: This decision indicates that the student has successfully defended the dissertation but that certain conditions must be met to satisfy all committee members. The candidate must make these corrections to the satisfaction of the chair and to the other committee members before receiving final approval.

3. **Deferred**: This decision indicates that there are serious flaws in the research that require significant changes and a new defense. Such a situation might arise if one or more members of the committee object to the present state of the research and call for additional work to be done. In such cases, the objection will be recorded and a plan for remediation will be suggested. It will be the responsibility of the chair to work with the student in implementing these changes before resubmitting a draft to the committee for another defense.

4. **Fail**: This decision indicates that the dissertation fails to meet the minimal standards of scholarly research or that it is inconsistent with the degrees offered by CSICS. As such this dissertation is deemed inappropriate for further consideration and will be rejected, resulting in the termination of the candidate’s doctoral program. In the case of failure, the student will be dismissed from the doctoral program and offered a terminal MA in ICS.

No dissertation is complete until all the formal University requirements for the dissertation are met (see “Post dissertation Defense Procedures”).

**Graduation Procedures Check—Part 2**
When students are about one year away from graduation (or in the semester previous to the semester in which they anticipate graduating), they should contact the Graduate Graduation Counselor again, 562-944-0351, x5231, to finalize all University graduation requirements.

Post-dissertation Defense Procedures

As soon as students have completed their dissertation defenses, they must contact Patti Colombo (csicsgrad@biola.edu) for final instructions, including (but not limited to) receiving the Proust/UMI guidelines for dissertation publication.

Uploading Your Dissertation to ProQuest

You will be asked to choose between traditional and open access. The department suggests you choose “traditional,” which is free. Open access costs $95, and allows anyone using ProQuest to see your dissertation; your thesis will be assigned an ISBN. If you want a publisher down the road to publish your dissertation as a book or monograph, the publisher may be less inclined to accept your manuscript if it is already published as an “open access” book on ProQuest. You can see more on this here: Link Regarding Uploading to ProQuest.

Note that this is different than the copyright fee that ETD will ask you for when you submit your manuscript. You SHOULD pay ETD the $55 copyright fee, to legally protect you as the owner of your work.

Students are responsible for completing every step within the timelines indicated by the University. Once students have successfully defended their dissertations, all final revisions have been implemented, and the dissertations are finally approved by the chairs, two final steps remain: the format check and the final check. The Format Checker ensures that the format of a dissertation conforms to the “Cook Style Manual for Doctoral Students” and the Publication Manual of the American Psychological Association, Sixth Edition. Students are expected to format their dissertations to the “Cook Style Manual for Doctoral Students” and the Publication Manual of the American Psychological Association, Sixth Edition and not rely on the Format Checker to do this (unless students want to privately hire the Format Checker to do this).

The Format Check

As a general rule, if there are multiple formatting errors in the first few pages of the dissertation, the Format Checker will return dissertations to students who will then need to get them up to standard before they can be reviewed again.
Students have two options for the format check:

Option 1 (Preferred): The Format Checker indicates the required changes and students privately hire the Format Checker to implement those changes as well.

Option 2: The Format Checker indicates the required changes, students make those changes themselves, and then they resubmit their dissertations for a second reading by the Format Checker.

Time allowance for format check: 2 weeks per dissertation

The Final Check

When the Format Checker gives final approval, the dissertation is submitted to the Final Checker, who checks on margins, paper quality, and clarity for archival and microfiche production. This check usually takes less time. After the Final Checker has approved the dissertation, students can then submit their dissertations for printing. Both checks must be completed within the timelines given by CSICS. Time allowance for final check: 2 days per dissertation.

Submitting the Final Copies

Students will need to order one copy of their dissertation for COOK SICS. They must create an account at UMI (link to create an account), submit the PDF and follow the directions on the website. Students can order as many bound copies as you wish, but will need to order one copy for Cook, and have it shipped to:

Biola University
COOK School of Intercultural Studies
13800 Biola Ave.
La Mirada, CA 90639

Commencement

Each semester, there is a Hooding Ceremony, which is a time of celebration of student accomplishments and gratitude for God’s provision. This is followed by a Commencement ceremony. Students are strongly encouraged to attend, but attendance is not mandatory.