**CINCINNATI BIBLE SEMINARY**  
*Master of Divinity: Comprehensive Oral Examination*

It is the responsibility of the student to be thoroughly acquainted with the information provided in the Seminary catalog describing the requirements for the Master of Divinity degree. The student is expected to fulfill degree requirements as specified. Any substitutions or deviations from the printed requirements must be approved by the student’s academic advisor and the field chairman of the area in which the substitution occurs and/or by the dean of the Seminary.

The oral exams are generally taken during the last academic year of the student’s enrollment, but may be taken earlier with permission by the academic advisor. The Oral Examination Application form is to be submitted by September 30 of the final school year. The examination is to be completed no later than April 1 of the intended graduation year. The oral examination lasts approximately 90 minutes, with the time divided among the three areas of study.

**Procedures**

1. The student obtains an Oral Examination Procedures and Application form from the Seminary website or front desk.

2. The student discusses with the academic advisor the three areas of the student’s most intense study at Cincinnati Bible Seminary and selects three professors to be chosen as examiners.
   a. Typically the student’s area of concentration is the first area selected. Often the student’s own advisor is an examiner and will serve as the examination presider.
   b. Each professor identifies the direction of questions and resources to be used in student’s preparation for the exam. Resources include class notes, textbooks and additional books or materials. These resources are identified in the five units of the Application form.
   c. The three areas must represent at least two fields of study. One professor may represent two areas (e.g., theology and ethics). Ideally, three different professors constitute the examining team.

3. Having established the areas of study and the resources to be used in preparation, the student and the examining professors agree to a date and time for the oral examination.

4. The student makes four copies of the completed form, giving one to each professor involved in the exam and then submits the original to the Registrar’s office to register for credit. The Registrar’s office assigns a location for the exam, which will appear on the student’s schedule.

5. At the time of the questioning, the presider is provided a grade sheet that all examiners will sign. Following the questioning, the student is dismissed briefly while the professors discuss the student’s responses in the examination.
   a. If the student’s preparation and responses are unsatisfactory, the student will be asked to do further preparation and to be re-examined
   b. Ideally, the student will be congratulated for completing this vital part of academic preparation.
MASTER OF DIVINITY
Application for Comprehensive Oral Examination

Student’s Name __________________________________________ Date of Intended Graduation

Select 3 areas of study from at least 2 fields. Consult the professor in each area and come to an agreement regarding the units of study: books, class notes, additional reading, case study, etc. This will be the scope of the exam. The data and the professor’s initials are to be recorded below.

Area #1 ____________________________________________ Approved by___________

Unit 1: ____________________________________________
Unit 2: ____________________________________________
Unit 3: ____________________________________________
Unit 4: ____________________________________________
Unit 5: ____________________________________________

Area #2 ____________________________________________ Approved by___________

Unit 1: ____________________________________________
Unit 2: ____________________________________________
Unit 3: ____________________________________________
Unit 4: ____________________________________________
Unit 5: ____________________________________________

Area #3 ____________________________________________ Approved by___________

Unit 1: ____________________________________________
Unit 2: ____________________________________________
Unit 3: ____________________________________________
Unit 4: ____________________________________________
Unit 5: ____________________________________________

➤ Arrange the time for the exam with the consent of all the examiners.
➤ Make copies of this completed application for each examiner and for yourself.
➤ Submit this completed original to the Registrar’s office in person, by mail or FAX (513) 244-8474; an exam location will be reserved by the Registrar’s office.
➤ It is the student’s responsibility to obtain signatures and Unit information from each examiner.

Date of Exam __________________________ Time ___________________