Old MA Comprehensive Exam Policy

M.A. Comprehensive Examination
The Comprehensive Examination for the M.A. in Theology consists of a comprehensive written and oral examination. However, before the examination can be taken, the student must attend to several preliminary procedures. At the beginning of the final academic semester of course work, the student is responsible for the following:

1. Register for Theo 595, "Special Study for Exams."
2. Fill out an "Application for Degree Form" for Graduate Education, normally due at the end of January of the year of spring graduation (link).
3. Complete and return candidacy papers, which will subsequently be sent to the student from Graduate Education.
4. Consult with the MA Director about the formation of an examination committee consisting of three members.

The general three-hour written examination and one-hour oral examination is considered one examination. It is administered by the committee of three examiners appointed by the graduate faculty, upon recommendation of the M.A. Director in consultation with the student. The examination focuses on the area of concentration. However, the student may request to incorporate a component from another area as part of the examination. In all cases, the student works out the approach and content for the examination with each examiner.

If the written component of the examination is not passed, the student may not proceed to the oral examination. In that case, the student may, upon recommendation of the examination committee, retake the written examination, or portions thereof, within three months. This may, however, be done only once. In event of failure of the oral comprehensive, the oral examination may, upon recommendation of the examination committee, be retaken in its entirety within three months. This may, however, be done only once.

Student responsibilities:

1. Contact MA Director to set up exam committee at least three months prior to the exam.
2. Contact DTS secretary to schedule written exam.
3. Meet individually with the members of the exam committee at least two months prior
to the examination to help prepare questions and to discuss preparation for written and oral examination.

4. Contact department secretary to schedule the oral examination around ten days after the written exam.

*Faculty member responsibilities:*

1. Meet with the student at least once prior to the exam.

2. Submit questions to MA Director at least one week prior to written exam.

3. Complete grading of the written component according to department criteria within five days.

4. Prepare to participate in oral examination.