

**DOCTORAL PROJECT ORAL FINAL EXAMINATION SCHEDULING FORM**

Complete and submit via HSPH Registrar Form Submission in the my.harvard portal at least three weeks prior to your exam. Please type or print legibly.

- **PREREQUISITE for Scheduling:** 1) 3 Progress Reports Submitted & Approved, 2) Completion of Coursework
- **PREREQUISITE for Holding the Scheduled Exam:** Thesis and Reflection Report on Leadership and Enabling Change submitted to your committee

Name: _____ Harvard ID: _____
Last First

This candidate for the degree of Doctor of Public Health (DrPH) will take his/her/their Oral Final Examination

on: _____
day of week month and day year

at: _____ in room _____ of building _____
time

**For help scheduling rooms please contact DrPH Assistant Director.*

The following Doctoral Project Committee Members have been asked to give the examination (*names only*):

Chair

Member 2

Member 3

REQUIRED SIGNATURES OF APPROVAL

Student

Doctoral Project Committee Chair

DrPH Assistant Director

OFFICE USE ONLY

Office Posting: ☐ my.Harvard ☐ Print ☐ Calendar ☐ Email ☐ date _____



PROCEDURE FOR SCHEDULING THE DOCTORAL PROJECT ORAL FINAL EXAMINATION

- Schedule a room for the Oral Final Examination. Please contact the DrPH Assistant Director.
- Submit the form to the Harvard Chan School's Registrar's Office via my.harvard **at least three weeks prior to the exam**. Arrangements then will be made by the Registrar's Office for the announcement of the examination to be placed on the School's event calendar. **Please Note: the examination is not valid unless this announcement has been made.**
- Meet with members of the Doctoral Project Committee prior to the examination. The student is encouraged to meet with each examiner to discuss the general nature of the questions to be asked during the Examination.
- Distribute copies of both sides of this form to each examiner well in advance of the examination.
- The Doctoral Project Oral Final Examination is open to the public.
- Prior to the examination, the DRPH Program Office will provide the committee with the student's Report of Doctoral Oral Final Examination. This form must be completed by the examiners and returned to the DRPH Program Office by a committee member immediately after the student's exam, to be recorded by the Registrar's Office.

The following are the possible outcomes:

- **Pass:** The Committee approves the student's Doctoral Project.
- **Pass with Qualifications:** The Committee requires the student to meet specific qualifications prior to the student completing their Doctoral Project. The Committee must detail the specific qualifications the student is required to complete to secure a pass. Note: **this will impact a student's time-to-degree**. A student who fails to meet the qualifications and/or deadline(s) outlined by the Committee is subject to withdrawal from degree candidacy. Students are allotted 3 months to complete revisions for their project. However, the Committee can decide to have the student submit their work earlier. The Committee must specify the date by which the student must meet the conditions. The chair of the Examination Committee and/or the academic advisor must submit written confirmation to the Registrar's Office once the student has met all of the specified conditions.
- **Fail:** The Committee does not approve the student's Doctoral Project. A student who receives a grade of Fail may schedule a second examination within 3 months of having received the Fail. Note that this may impact a student's time-to-degree; the Doctoral Timetable may be adjusted per the discretion of the Committee on Admission and Degrees. A student who fails the examination twice will be withdrawn from degree candidacy.