

**DOCTORAL PROJECT ORAL QUALIFYING 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) Final Program Approval, 2) Completion of Coursework
- **PREREQUISITE for Holding the Scheduled Exam:** A Pass on the Written Qualifying Exam

Name: \_\_\_\_\_, \_\_\_\_\_ Harvard ID: \_\_\_\_\_  
Last First

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

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Doctoral Project Committee Chair  
(if different from Academic Advisor)

\_\_\_\_\_  
DrPH Assistant Director

**OFFICE USE ONLY**

Office Posting: ☐my.Harvard ☐Print ☐Calendar ☐Email ☐date\_\_\_\_\_

## Procedure for Scheduling the Doctoral Project Oral Qualifying Examination

- Schedule a room for the Oral Qualifying Examination. Please contact the DrPH Program Assistant.
- 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.**
- Students who miss the deadline for publication must post notices outlining the date, time and place of the exam in departmental offices and on the first and ground floors of Kresge, making certain that the Harvard Chan School's Registrar's Office receives a copy of the posting. Notices must be posted at least one week prior to the exam. **The examination is not valid unless this announcement has been made.**
- The Doctoral Project Proposal must be distributed to the Doctoral Project Committee and the Harvard Chan School's Registrar's Office approximately **three weeks prior to the exam**. Please reference the Doctoral Project Manual for further details on proposal format.
- 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.
- Faculty members other than the examiners may attend the student's examination only if prior permission is given by both the Committee Chair and the student. These other faculty members may question the student only with the consent of the Chair of the examination committee. No one else may attend.
- Prior to the examination, the DRPH Program Office will provide the committee with the student's Report of Doctoral Oral Qualifying 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 to move forward with their Doctoral Project.
- **Pass with Qualifications:** The Committee requires the student to meet specific qualifications prior to the student moving forward with their Doctoral Project. The Committee must detail the specific qualifications the student is required to complete to secure a pass and must designate a deadline for completion of no later than 3 months from the examination date. Note that this may impact a student's time-to-degree; the student's Doctoral Timetable may be adjusted per the discretion of the Committee on Admission and Degrees. A student who fails to meet the qualifications and/or deadline(s) outlined by the Committee is subject to withdrawal from degree candidacy.
- **Fail:** The Committee does not approve the student to move forward with their 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.