



### DOCTORAL PROJECT ORAL FINAL EXAMINATION SCHEDULING FORM

Complete and return to the Registrar's Office, room G4, **at least three weeks prior** to the date of your exam to allow time for processing and publication. Distribute copies of **both sides** of this form to each examiner. 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 Program Assistant.*

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Member 2

\_\_\_\_\_  
Member 3

#### REQUIRED SIGNATURES OF APPROVAL

|   |                                     |
|---|-------------------------------------|
| _____<br>Student                          | _____<br>DrPH Program Administrator |
| _____<br>Doctoral Project Committee Chair | _____<br>DrPH Faculty 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 Program Assistant.
- Submit the form to the Harvard Chan School's Registrar's Office **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.
- A member of the student's committee **must** pick up the student's *Report of the Oral Final Examination* from the Harvard Chan School's Registrar's Office in Kresge G4 prior to the examination. This form must be completed by the examiners at the end of the examination and returned to the Chan School Registrar's Office by a committee member immediately after the student's exam.

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.