



**DELTA ORAL QUALIFYING 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) Final Program Approval, 2) Completion of Coursework, 3) Submission of Placement Agreement form to the DrPH Program Office
- **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 Program Coordinator.*

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

\_\_\_\_\_  
DrPH Program Coordinator

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

\_\_\_\_\_  
DrPH Faculty Director

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

**OFFICE USE ONLY**

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

## PROCEDURE FOR SCHEDULING THE DELTA ORAL QUALIFYING EXAMINATION

- Schedule a room for the Oral Qualifying Examination. Please contact the DrPH Program Coordinator.
- 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.**
- 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.**
- **DrPH students who fail their Written Qualifying Examination will have their DELTA Oral Qualifying Examination cancelled. The examination will need to be rescheduled within 3 months of the date the failing grade was received.** Note that this may impact a student's time-to-degree; the DELTA Doctoral Timetable may be adjusted per the discretion of the Committee on Admission and Degrees.
- The DELTA 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 DELTA Doctoral Project Handbook 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.
- A member of the student's committee must pick up the student's *Report of DELTA Oral Qualifying Examination Form* 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 to move forward with their DELTA Doctoral Project.
- **Pass with Qualifications:** The Committee requires the student to meet specific qualifications prior to the student moving forward with their DELTA 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 DELTA 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 DELTA 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 DELTA 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.