PHD PRELIMINARY AND FINAL ORAL EXAM CRITERIA

All Ph.D. students must successfully pass a required oral examination conducted by a minimum of **five faculty members\*.** An application form must be completed and submitted to the Program Administrator **at least 60 days in advance of the proposed date**.

\*Note: With approval, there is an option for a 6th, non-voting member. This option is likely to be most relevant for DNP/PhD students.

**Committee Composition**

1. At least three of the five faculty members must be tenure track at the rank of assistant professor, associate professor, or full professor. This may include full time or part time faculty, visiting faculty, or emeritus faculty if they also hold the titles of assistant, associate, or full professor.
2. Three of the five members must be from the candidate’s home department (SON). One of these must be at the Associate Professor level or higher.
3. Two members must be from outside of the candidate’s home department (SON)
   * One (1) of the two outside faculty members must be within Johns Hopkins University, full-time tenure track holding rank of Professor, Associate Professor or Emeritus Professor who serves as Chair of the examination committee.
   * One (1) committee member from any department at the University (outside of the SON) or outside of the University pending committee approval
4. For DNP/PhD students, because the oral exam stands in place of the DNP exam, it is expected that the student’s DNP advisor will be a voting member of the committee.

CRITERIA FOR SELECTING EXAMINATION COMMITTEE CHAIR AND MEMBERS

1. The Examination Committee Chair will be the most senior ranking member from outside of the candidate’s home department (SON) at JHU. If two outside members have the same rank at JHU, the Chair is the one who has been in that rank the longest.
2. Faculty that do not have an earned Research Doctorate (e.g., DNP, MD), are not tenure-eligible (e.g., Practice-Education Track), or are from outside the University, must have Curriculum Vitae (CV) submitted to School of Nursing PhD Admissions, Progression and Graduation Committee for approval. This approval is only required the first time they serve on an SON committee.
3. Each committee may include only 1 member who is not on faculty at Johns Hopkins University. Faculty members at other institutions and adjunct faculty must be reviewed and approved by the School of Nursing PhD Admissions, Progression and Graduation Committee prior to participation in the Oral Examination.

SON faculty members are defined as those having primary appointment in the Johns Hopkins School of Nursing or who are assigned as the Faculty Advisor.

Final Oral Exam Candidates ONLY: You have 30 days to submit completed edits of an electronic copy of the dissertation to the Welch library and receive a receipt from the library confirming that the electronic thesis has been accepted. If you are unable to do that, then you will have to register for one credit of dissertation seminar for the semester following your defense.

**THE JOHNS HOPKINS UNIVERSITY  
SCHOOL OF NURSING**

**Oral Examination for the PhD Degree**

Please complete and submit typed form to the Program Administrator at least 60 days in advance of proposed date. All procedures and criteria should be reviewed before completing this form.

Exam:  Preliminary Final

Proposed Date of Examination \_\_ \_\_ Hour\_\_\_\_\_ Location\_\_ \_\_\_\_\_\_ Student ID\_\_ \_\_\_\_\_\_\_\_

Title of Presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Full Name and credentials: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Committee is made up of at least five members. There should be 3 members from within the SON and a minimum of 1 member from another JHU PhD granting school/department/program. The fifth member may be from inside or outside the SON or JHU. Alternates should be selected such that the requirements listed above continue to be met in the event of an absence. One alternate must be outside the SON at JHU at the rank of Associate Professor or higher. An alternate Chair should be designated on the form.

**PROPOSED EXAMINING COMMITTEE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Name and Credentials** | **Rank** | **Email and Phone Number** | **School Affiliation** |
|  | Assoc. Prof or higher, tenure-track |  | JHU, external to SON  Exam Chair |
|  |  |  | SON (Advisor) |
|  |  |  | SON |
|  |  |  | SON |
|  |  |  | SON, JHU or external to JHU |
|  |  |  | DNP Advisor-this member role is available to PhD/DNP students |

**Alternates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Name and Credentials** | **Rank** | **Email and Phone Number** | **School Affiliation** |
|  | Assoc. Prof or higher, tenure-track |  | JHU, external to SON |
|  |  |  | SON |

Proposed Examination Approved By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director Date Chair Date  
 PhD Admissions, Progressions, and Graduation Committee

**THE JOHNS HOPKINS UNIVERSITY  
SCHOOL OF NURSING**

**Oral Examination for the PhD Degree**

REPORT OF RESULTS.  
Signature of all examiners present must appear below:

 Unconditional Pass  Conditional Pass (Explanation required)  Fail (Explanation required)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Chair, Examination Committee Date of Examination

\*The Chair signatures confirms that all votes and recommendations were received from the entire Oral Exam committee and the outcome of the exam is identified above based on these responses.

Final Oral Exam Candidates ONLY: You have 30 days to submit completed edits of an electronic copy of the dissertation to the Milton S. Eisenhower Library and receive a receipt from the library confirming that the electronic dissertation has been accepted. If you are unable to do that, then you will have to register for one credit of dissertation seminar for the semester following your defense.

Library website: <https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-requirements/>