

HOWARD UNIVERSITY GRADUATE SCHOOL

Recommendation to Candidacy for the Doctor of Philosophy Degree

Information to be completed (Typed) and submitted to the Office of Educational and Research Affairs

Student Name _____

Department _____

- What is the total number of hours required for the Ph.D. degree in your department, beyond the bachelor's degree? _____;
A number less than 72 does not meet the requirements of the Graduate School, and you should not submit the application.

	YES	NO
• Have you been enrolled in the Ph.D. degree program for more than seven years?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If your answer is yes to the previous question, have you restored or re-taken expired courses (i.e., courses completed more than seven years ago)? Do not submit if the answer is No. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If your answer is yes to the previous question, have you attached copies of course restoration forms to the application? Do not submit if the answer is No. 	<input type="checkbox"/>	<input type="checkbox"/>
• Did you list ONLY non-dissertation courses that were taken while enrolled in the Ph.D. program in Section V. A. of the form? Revise if the answer is No	<input type="checkbox"/>	<input type="checkbox"/>
• Did you list in Section V. C. of the form ONLY courses taken to fulfill an earned master's degree, not to exceed 24 semester (36 quarter) credit hours?	<input type="checkbox"/>	<input type="checkbox"/>
• If you earned a master's degree from another institution and you listed credits in Section V.C., did you attach a copy of a transcript from that institution? <i>A non-Howard transcript is required if you listed courses in Section V. C.</i>	<input type="checkbox"/>	<input type="checkbox"/>
• From your approved program of study, did you list courses that you are currently taking and those that you plan to take to meet the minimum requirements in Sections V. B. and V. E.?	<input type="checkbox"/>	<input type="checkbox"/>
• Excluding credit hours listed in Section V.D., does the total number of credit hours in Sections V.A. – V.E. add to at least the number of credit hours required for the degree? Do not submit if the total number is less than the minimum requirement.	<input type="checkbox"/>	<input type="checkbox"/>
• Are ALL the examination committee members listed in Section V.F. current regular (not ex-officio) members of the Graduate Faculty? Revise if the answer is No.	<input type="checkbox"/>	<input type="checkbox"/>
• Is the Dissertation Proposal Approval Form signed by the committee members listed in Section V.F.? <i>The original and not a copy of this form must be submitted.</i> Obtain signatures from ALL committee members if the answer is No.	<input type="checkbox"/>	<input type="checkbox"/>
• Did you attach a copy of your Expository Writing certificate? Find the certificate or contact the EWP office in the Graduate School if the answer is No.	<input type="checkbox"/>	<input type="checkbox"/>
• Did you attach a copy of your RCR certificate? Find the certificate in your records or contact the Office of Retention in the Graduate School if the answer is No.	<input type="checkbox"/>	<input type="checkbox"/>
• If applicable, did you attach an IRB approval letter? <i>You must not submit the application without IRB approval if required for your project.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Verification Checklist for Submission of Requested Information *

* Completed Checklist must be submitted with Candidacy Application.

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It is the responsibility of the student and his or her faculty mentor to ensure that all sections of the form are completed accurately and all required attachments are submitted with the application. Failure to do so will result in a delay (sometimes as much as one semester) of candidacy if a less than perfect application is submitted. Applications submitted in this manner will not be accepted and reviewed by the Graduate School.

- Completed Checklist must be submitted with Candidacy Application.

I. A. Department _____

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B. Candidate's Name in Full _____ I. D. No. _____

C. Candidate's Present Address (including City, State, Zip Code):

email address: _____ Telephone No. _____

D. Qualifying Examination: Date Passed _____

E. List the Foreign Language or Other Research Tool Satisfied and Date(s)
(1) _____ (2) _____

F. Expository Writing Requirement Satisfied (**Attach Certification Copy**) Date: _____

F. Graduate Record Examination: Date: _____ Scores: Q _____; A _____; V _____

G. Title of Dissertation (**Attach Proposal**)

H. Approval of Dissertation Proposal _____
Signature: Graduate Program Director (on behalf of the Graduate Faculty)

I. Institutional Review Board (IRB) Approval Date: _____, N/A _____

J. Responsible Conduct of Research Workshop Satisfied (**Attach Certificate Copy**) Date: _____

II. Undergraduate Work

A. Institution _____ B. Degree received: _____ Date: _____

III. Previous Graduate Work

A. Institution(s) _____

B. Years in Attendance _____ Degree(s) Received _____ Date(s) _____

C. Work Beyond the Master's Degree _____

IV. Residence in the Graduate School at Howard University and Grade Point Average (G.P.A.)

A. Number of Semesters in Residence in the Ph.D. Degree Program _____

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CRN-Course No.	Title	Grade	Semester/Yr. Completed	Cr. Hrs.

B. List all courses **currently taking**

CRN-Course No.		Cr. Hrs.

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C. List the courses accepted from other degree programs to satisfy Ph.D. Degree requirements: **(Note: A maximum of 24 credit hours may be recommended from the Master's Degree. Attach a copy of a non-Howard University transcript.)**

Course No.	Title	Grade	Semester/Yr. Completed	Credit Hours

D. List all courses taken since entering the doctoral degree program in which the student received a grade below "B". (Include Consortium Courses, if any)

CRN-Course No.	Title	Grade	Semester/Yr. Completed	Cr. Hrs.

E. List other courses required for the Ph.D. Degree including Dissertation credits. These are courses that **remain to be taken** and are required to meet degree requirements.)

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Department _____

CRN-Course No.	Title	Credit Hours

F. Examination Committee: **(Excluding the External Examiner)**

All committee members must hold current membership on the Graduate Faculty

Name	Department	Highest Degree	Expiration Date of GS Faculty Appointment
Committee Chairperson			
Dissertation Advisor			
Committee Member			
Committee Member			

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Department _____

VI. Recommendation to Candidacy by Major Department

Signature _____ Date _____
Major Adviser

Signature _____ Date _____
Graduate Program Director
(on behalf of the Graduate Faculty)

Signature _____ Date _____
Department Chairperson (*Only*)

VI. Certification of the Office of Educational and Research Affairs

I certify that the above student has completed all academic requirements and is eligible for admission to candidacy for the Ph.D. degree

Signature _____ Date _____
William R. Eckberg, Ph.D.
Associate Dean for Educational and
Research Affairs

VII. VIII. Action of the Executive Committee

Admitted to Candidacy by Vote of the Executive Committee

Signature _____ Date _____
Orlando L. Taylor, Ph.D.
Dean

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Dissertation Proposal Approval Form
(This form must accompany your Ph.D. Proposal)

Department: _____

Name of Candidate: _____

Dissertation title:

Dissertation Proposal Committee Chairperson

Name: _____ Signature: _____ Date: _____

Dissertation Advisor

Name: _____ Signature: _____ Date: _____

Committee Member

Name: _____ Signature: _____ Date: _____

Committee Member

Name: _____ Signature: _____ Date: _____

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