HOWARD UNIVERSITY GRADUATE SCHOOL
Recommendation to Candidacy for the Doctor of Philosophy Degree
Information to be completed (Typed) and submitted to the Office of Graduate Studies

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?	☐	☐
• 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.	☐	☐
• 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.	☐	☐
• Did you list ONLY non-dissertation courses that were taken while enrolled in the Ph.D. program in Section VI.A of the form? **Revise** if the answer is No.	☐	☐
• If you earned a bachelor's degree from another institution and you listed credits in Section VI.C., did you attach a copy of a transcript from that institution? *A non-Howard transcript is required if you listed courses in Section VI.C.*	☐	☐
• Did you list in Section VI.D of the form ONLY courses taken to fulfill an earned master's degree, not to exceed 24 semester (36 quarter) credit hours?	☐	☐
• If you earned a master's degree from another institution and you listed credits in Section VI.D., did you attach a copy of a transcript from that institution? *A non-Howard transcript is required if you listed courses in Section VI.D.*	☐	☐
• 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 VI.B and VI.F?	☐	☐
• Excluding credit hours listed in section VI.E, does the total number of credit hours in Sections VI.A – VI.F equal 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.	☐	☐
• Are ALL the examination committee members listed in Section VII current regular (non ex-officio) members of the Graduate Faculty? **Revise** if the answer is No.	☐	☐
• Is the Dissertation Proposal Approval Form signed by the committee members listed in Section VII.? *The original and not a copy of this form must be submitted.* **Obtain signatures from ALL committee members** if the answer is No.	☐	☐
• Did you attach a copy of your Expository Writing certificate?	☐	☐
• Did you attach a copy of your CITI report? **It must include the RCR Module score report.**	☐	☐
• Did you attach a copy of your RCR Workshop certificate?	☐	☐
• Did you attach an approval letter (or an approved exclusion) from the Office of Regulatory Research Compliance to certify completion of the mandatory research review?	☐	☐

The departmental signatures and dates must be placed *after* the student presents proof that they have completed all candidacy requirements. We will not accept the candidacy application if the department dates/approves this application prior to the Office of Regulatory Research Compliance approval.

HOWARD UNIVERSITY GRADUATE SCHOOL

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Section I.

A. Department	

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

C. Email Address	Telephone No.

D. Qualifying Examination – Date Passed

E. Comprehensive Examination – Date Passed

F. List of Foreign Language or Other Research Tool Satisfied and Date(s) (*If applicable*)	
(1)	(2)

G. Expository Writing Requirement Satisfied – Date:	(*Attach Certificate*)

H. RCR Workshop Requirement Satisfied – Date:	(*Attach Certificate*)

I. CITI Report (***Must*** include Responsible Conduct of Research Module)	(*Attach Score Report*)

J. Title of Dissertation (*Attach Proposal and Proposal Approval Form*)

K. Approval of Dissertation Proposal
Signature: Graduate Program Director

Section II.

Mandatory Research Review
Check (√) one:
Enter the approval date, the protocol number, and attach the approval letter OR the Notice of Exclusion.
A. Human Subjects in Research [CITI Required]
❏Exempt IRB Review Approval Date and Protocol No.:
❏Expedited IRB Review Approval Date and Protocol No.:
❏Full IRB Review Approval Date and Protocol No.:
B. Animal Care and Use [CITI Required]
❏Institutional Animal Care and Use Committee (IACUC) Approval Date and Protocol No.:
C. Bio-Safety [CITI Required]
❏Institutional Bio-Safety Committee (IBC) Approval Date and Protocol No.:
D. Research Project Excluded From Research Compliance Approval
❏Exclusion Notice Approval Date:

Section III.

Check (√) one :
A. ❑Holder of Bachelor's Degree Only
B. ❑Holder of Bachelor's and Master's Degrees

Section IV.

Previous Degrees:

Degree	School/College	Year Degree Conferred

Section V.

Residence in the Graduate School and Grade Point Average (GPA)
Date Originally Admitted to the Ph.D. Program:
Number of Credits Required (*beyond the bachelor's degree*):
Number of Semesters in Residence in the Ph.D. Program:
Number of Credits Earned (to date):
Current GPA:

Section VI.

A. List all Ph.D. courses completed within the past seven (7) years. Include any Consortium courses.

SUBJ Code & Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

B. List all courses currently taking:

SUBJ Code & Course No.	Course Title	Grade	Term Completed	Cr. Hrs.
		in progress		
		in progress		
		in progress		

Holder of Bachelor's Degree Only

C. List graduate courses accepted to satisfy Ph.D. degree requirements.
NOTE: A maximum of 18 credit hours of graduate courses (with a grade of "B" or better) may be accepted towards the Ph.D. degree.

SUBJ Code & Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

Holder of Bachelor's AND Master's Degree

D. List courses accepted from master's degree program to satisfy Ph.D. degree requirements.
NOTE: A maximum of 24 credit hours (with a grade of "B" or better) may be recommended from the master's degree.

SUBJ Code & Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

E. List all courses taken since entering the doctoral degree program in which the student received a grade below "B". Include any Consortium courses.

SUBJ Code & Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

F. List other courses required for the Ph.D. degree. Include Dissertation credits and courses for future registration.

SUBJ Code & Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

Section VII.

Examination Committee (Excluding the External Examiner)		
Name	**Department**	**Highest Degree**
Committee Chairperson		
Dissertation Advisor		
Committee Member		
Committee Member		
Committee Member		

HU **HOWARD UNIVERSITY – THE GRADUATE SCHOOL** **GS**

Certificate of Advancement to Candidacy
for the
Doctor of Philosophy Degree

Candidate's Full Name

Department	I.D. No.

Recommendation of Candidacy by Major Department

We certify that the above named student has completed candidacy requirements specific to this department and general candidacy requirements as stipulated by the Graduate School.

Major Advisor

Name and Signature: Date:

Graduate Program Director

Name and Signature: Date:

Department Chairperson

Name and Signature: Date:

Certification of the Office of Graduate Studies

I certify that the above named student has completed the minimum candidacy requirements. This candidacy is valid for no more than five academic years.

Expiration:

Constance M. Ellison, Senior Associate Dean

Signature: Date:

Action of the Executive Committee

Admitted to Candidacy by Vote of the Executive Committee

Dana A. Williams, Dean, The Graduate School

Signature: Date: