

## 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?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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)? <b>Do not submit</b> if the answer is No.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If your answer is yes to the previous question, have you attached copies of course restoration forms to the application? <b>Do not submit</b> if the answer is No.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
• Did you list <b>ONLY</b> non-dissertation courses that were taken while enrolled in the Ph.D. program in Section VI.A of the form? <b>Revise</b> if the answer is No.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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? <i>A non-Howard transcript is required if you listed courses in Section VI.C.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
• Did you list in Section VI.D of the form <b>ONLY</b> courses taken to fulfill an earned master's degree, not to exceed 24 semester (36 quarter) credit hours?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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? <i>A non-Howard transcript is required if you listed courses in Section VI.D.</i></li> </ul>	<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 VI.B and VI.F?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Excluding credit hours listed in section VI.D, does the total number of credit hours in Sections VI.A – VI.E equal to at least the number of credit hours required for the degree? <b>Do not submit</b> if the total number is less than the minimum requirement.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
• Are <b>ALL</b> the examination committee members listed in Section VII current regular (non ex-officio) members of the Graduate Faculty? <b>Revise</b> if the answer is No.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Is the Dissertation Proposal Approval Form signed by the committee members listed in Section VII.? <i>The original and not a copy of this form must be submitted.</i> <b>Obtain signatures from ALL committee members</b> if the answer is No.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Did you attach a copy of your Expository Writing certificate? <b>Find the certificate or contact the EWP office in the Graduate School</b> if the answer is No.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
• Did you attach a copy of your CITI report? <b>It must include the RCR Module score report.</b>	<input type="checkbox"/>	<input type="checkbox"/>
• 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?	<input type="checkbox"/>	<input type="checkbox"/>

**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.**

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Recommendation to Candidacy for the Doctor of Philosophy Degree

The form must be completed (typed) and submitted to the Office of Graduate Studies.

### Section I.

<b>A. Department</b>	
<b>B. Candidate's Full Name</b>	<b>I.D. No.</b>
<b>C. Email Address</b>	<b>Telephone No.</b>
<b>D. Qualifying Examination – Date Passed</b>	
<b>E. Comprehensive Examination – Date Passed</b>	
<b>F. List of Foreign Language or Other Research Tool Satisfied and Date(s) (<i>If applicable</i>)</b>	
(1)	(2)
(3)	(4)
<b>G. Expository Writing Requirement Satisfied – Date:</b>	<b>(Attach Certificate)</b>
<b>H. CITI Report (<i>Must</i> include Responsible Conduct of Research Module)</b>	<b>(Attach Score Report)</b>
<b>I. Title of Dissertation (<i>Attach Proposal and Proposal Approval Form</i>)</b>	
<b>J. Approval of Dissertation Proposal</b>	
<i>Signature: Graduate Program Director</i>	

### Section II.

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



<b>B. List all courses currently taking:</b>				
CRN-Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

<b>Holder of Bachelor's Degree Only</b>				
<b>C. List graduate courses accepted to satisfy Ph.D. degree requirements.</b>				
<b>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.</b>				
Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

<b>Holder of Bachelor's AND Master's Degree</b>				
<b>D. List courses accepted from master's degree program to satisfy Ph.D. degree requirements.</b>				
<b>NOTE: A maximum of 24 credit hours (with a grade of "B" or better) may be recommended from the master's degree.</b>				
Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

<b>E. List all courses taken since entering the doctoral degree program in which the student received a grade below "B". Include any Consortium courses.</b>				
CRN-Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

**F. List other courses required for the Ph.D. degree – including Dissertation credits.**

CRN-Course No.	Course Title	Grade	Term Completed	Cr. Hrs.

**Section VII.**

<b>Examination Committee (Excluding the External Examiner)</b>		
<b>Name</b>	<b>Department</b>	<b>Highest Degree</b>
Committee Chairperson		
Dissertation Advisor		
Committee Member		
Committee Member		
Committee Member		



***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

Gary L. Harris, Dean, The Graduate School

Signature:

Date: