

**VERIFICATION
CHECKLIST
FOR SUBMISSION OF REQUESTED INFORMATION**

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

<i>Name_ _____, I.D</i>		
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 V. A. of the form? Revise if the answer is NO	.	.
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?	.	.
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>	.	.
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.?	.	.

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	.	.
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.	.	.
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 .	.	.
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 . 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 .	.	.
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>	.	.

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.

HOWARD UNIVERSITY
Graduate School
Recommendation to Candidacy for the Doctor of Philosophy

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

- I.**
- A. Department _____
- 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: _____
- G. Graduate Record Examination: Date: _____ Scores: Q _____ ; A _____ ; V _____
- H. Title of Dissertation (*Attach Proposal*) _____
- _____
- I. Approval of Dissertation Proposal _____
Signature: Graduate Program Director (on behalf of the Graduate Faculty)
- J. Institutional Review Board (IRB) Approval Date: _____, N/A _____
- K. 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 _____

B. List all courses currently taking

CRN-Course No.		Cr. Hrs.

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)

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 (**attach additional page if needed**)

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
Committee Chairperson		
Dissertation Advisor		
Committee Member		
Committee Member		

Signature_____ Date_____

Chair

Signature_____ Date_____

Dean of Parent School/College

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)

VII. 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_____

Constance M. Ellison, Ph.D.

Associate Dean for Educational & Research Affairs

VIII. Action of the Executive Committee

Admitted to Candidacy by Vote of the Executive Committee

Signature_____ Date_____

Gary L. Harris, Ph.D.
Associate Provost for Research and
Graduate Studies