

**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
Name _____, I.D. _____ Have you been enrolled in the Ph.D. degree program for more than seven years?	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
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"/>

<p>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</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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></p>	<input type="checkbox"/>	<input type="checkbox"/>

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.