



Expository Writing Examination Exemption Request

Directions: Please complete this request form, attach necessary pages, and obtain required signatures. Send your completed petition to GraduateStudies@howard.edu

Student Name:		Date:	
Student ID#:		HU E-Mail:	
I hereby request an exemption from taking the Expository Writing Examination. I request to use the following qualifying document(s) to satisfy the Expository Writing requirement. All required documents are attached. (Check all that apply.)			
A previously submitted dissertation or master's thesis			
<i>Student must submit a digital copy with committee signatures of the dissertation or thesis and an official copy of the transcript showing completion of the degree.</i>			
A published article in a refereed academic journal			
<i>Student must submit a digital copy of the article, including full bibliographical information. Qualifying articles must be published in journals that have a peer-review process as evidenced by the journal's staffing directory. Articles written for newspapers, newsletters, magazines, or other non-refereed publications will not suffice as support for the petition for exemption. Students must be the lead author or co-author for the article. Book chapters where the student is the author or co-author will be considered if the book is published by a university or reputable trade press.</i>			
A major professional report			
<i>Student must submit a copy of a robust, detailed report written for an employer. Suitability of the report will be determined by the student's Director of Graduate Studies. A report that shows no clear evidence of authorship and/or the students' contribution to the report will not satisfy the requirement.</i>			
GRE Analytical Writing Assessment			
<i>Student must score a 5 or above and submit a copy of the official ETS Score Report.</i>			
Student's Statement: In the following space, please indicate why you feel this request for exemption should be granted. <i>(Attach additional pages if necessary.)</i>			
Student Signature:		Date:	
Program Certification: I certify that the attached qualifying documentation reasonably supports this student's request for exemption from the Expository Writing Examination.			
Director of Graduate Studies Signature:		Date:	
EXPOSITORY WRITING PROGRAM			
Date Received by The Graduate School:		Date Reviewed:	
Disposition of Petition for Extension of Time			
		<i>Approved</i>	<i>Not Approved</i>
		<i>Date:</i>	
<i>Reason:</i>			
Expository Writing Program Coordinator Signature:			Date: