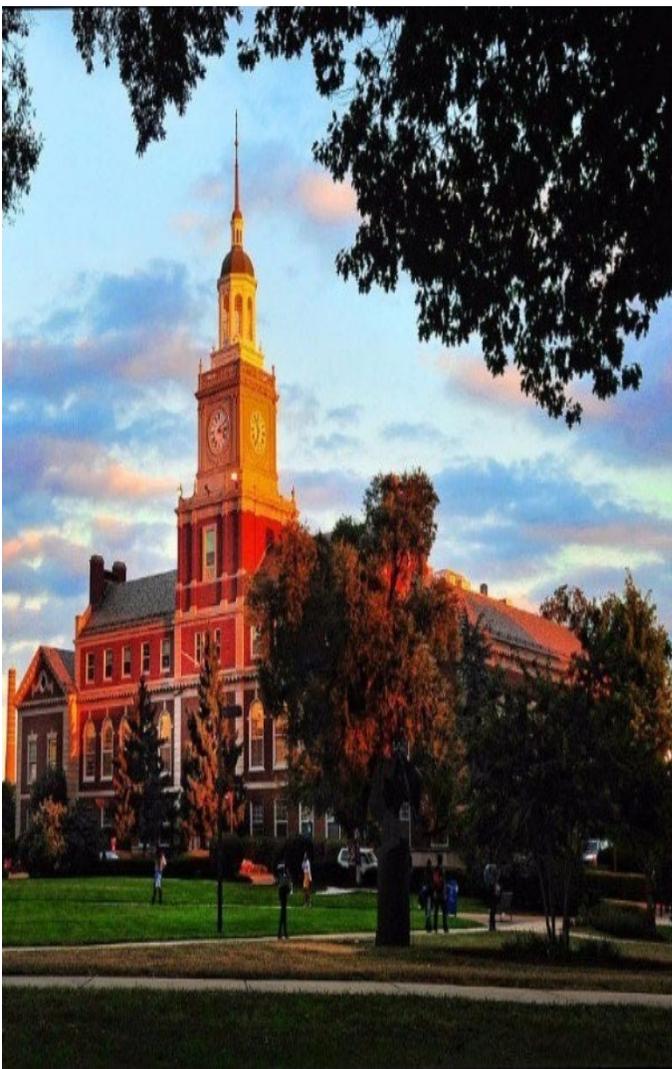




HOWARD
UNIVERSITY

GRADUATE SCHOOL
gs.howard.edu



Dana A. Williams, Ph.D.
Interim Graduate Dean

GRADUATE SCHOOL RULES AND REGULATIONS FOR THE PURSUIT OF ACADEMIC DEGREES

Revised: December 2020



WELCOME FROM THE GRADUATE DEAN

Dear Graduate Students:

I am pleased to provide you with the Graduate School's handbook on Rules and Regulations for the Pursuit of Academic Degrees (Revised 01-08-20). New and continuing students should find this graduate handbook very helpful in navigating life in the Graduate School. If you are a new student, we are delighted that you chose Howard, and we hope that your graduate experience at Howard will exceed all of your aspirations, and expectations. If you are a continuing student, we hope that the coming years leading to commencement will continue to be rewarding and productive for you.

The Graduate Student Handbook describes the important rules and regulations for graduate study and is the primary document that you should use to help navigate your graduate matriculation process. Many departments also publish their own secondary handbook for graduate students, and it is important to become familiar with that document in conjunction with other online university student manuals such as the H Book.

The Graduate School is an administrative school that provides administrative assistance and services to graduate students and graduate faculty. Your best resources, however, are likely to be in your department or graduate program. I strongly encourage you to regularly meet with your adviser, the Director of Graduate Studies, and other graduate faculty members for assistance. The Office of the Senior Associate Dean and the Office of Graduate Student Affairs are available have any academic or non-academic issues arise that you would prefer to discuss with someone outside of your academic program. You are also welcome to contact me in the Office of the Graduate Dean.

I encourage you to take advantage of the Graduate Student success series, interdisciplinary courses , academic and professional workshops, research symposia, and graduate certificate programs to provide additional avenues that will surely enhance your graduate experience.

I wish you all the best.

Regards,

Dana A. Williams, Ph.D.
Interim Graduate Dean
Professor of African American Literature

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ARTICLE I. ADMISSIONS

Section 1. Admission to the Graduate School

Any graduate with a minimum cumulative grade point average of 3.0, an undergraduate baccalaureate degree from an accredited institution, or any international student with equivalent qualifications is eligible to apply for admission to the Graduate School.

Graduate work is under the jurisdiction of the Graduate Faculty of various departments. A student is expected to have adequate undergraduate training in the field in which the individual plans to do graduate work. If a student's training is found to be inadequate, the individual will be required to take such additional courses as the department may prescribe.

Admission to the Graduate School does not automatically admit a student to candidacy for an advanced degree.

Graduate admission is processed by the university's Office of Admission located in the Administration Building, 2400 Sixth Street, NW Washington, D.C. 20059. Applicants start the application process via the GradCAS system. Once applicants upload and submit the application to GradCAS, the Office of Admission sends confirmation of receipt and updates to the respective graduate programs. Once the application is complete, the Office of Admissions notifies graduate programs to review applicants whose file is complete and ready for review. A completed file consists of an official transcript, Graduate Record Examination (GRE) scores, a resume, a statement of interest and/ or goals, and three letters of recommendation. International students are also required to provide the Test of English as Foreign Language (TOEFL) examination scores. The minimum TOEFL score for admission is 550 on the paper scale (213 on the computer scale)¹. Individual graduate programs, departments and schools/colleges may require additional submissions from applicants. Please contact the graduate programs for any additional information. Graduate programs have two (2) weeks after application is marked as complete to send decisions in an Excel sheet to the Office of Admission by COB on Tuesday and/or Thursday of each week. The Office of Admission will update students' status with decision in WebAdmit and in Banner and send official decision via email to prospective students. After decision email is sent from the Office of Admissions, the Graduate School sends a follow up decision letter, reminders, and encouragements to all admitted graduate students to enroll.

The prospective applicant will submit an online application via one of the following Central Application Services (CAS):

¹ Unless otherwise specified, all references in this document to "department" should be construed to refer to the "Committee on Graduate Studies." The Graduate School may, from time to time, update the minimum TOEFL exam score to reflect changes in the quality and coverage of the TOEFL examination.

- CDCAS (Communication Sciences and Disorders Masters students)
- EngineeringCAS (Engineering)
- GradCAS (All majors without an independent CAS)
- PsyCAS (Psychology)

Once prospective students decide which program of study they would like to apply, they are responsible for paying Howard University's application fee. Please note: All the CAS portals also have a fee associated with them that the student is also responsible for paying.

Section 2. Admissions to the Department

The department in which the student plans to study shall determine whether the student meets the qualifications for admission to graduate study in that particular department. In addition to other requested materials, the applicant shall provide the Office of Admission, via the online CAS system, a complete transcript of academic performance of work done at Howard and/or other institutions of higher education that the applicant has attended. Upon receipt of the completed application, the Office of Admission shall determine whether the student meets the general Graduate School admission requirements. The Office of Admission shall notify the department and shall request that the department evaluate the students' credentials. The department shall communicate its decision to the Office of Admission, which will then communicate with the student.

If an applicant is seeking admission into an M.D. / Ph.D. program, the individual must be accepted into both the College of Medicine and the Graduate School. The applicant must meet all criteria for acceptance into the College of Medicine and the Graduate School. Similarly, if an applicant is seeking admission into an interdisciplinary program or a graduate certificate program, the rules of admission for the Graduate School and participating units will apply.

In those cases where a graduate student wishes to transfer from one graduate program in the Graduate School to another, he/she must submit an appropriate application to the Office of Admission and receive approval of the department in which he/she wishes to enroll. Unless approved by the Board of Trustees, a student may not matriculate simultaneously in two graduate programs.

Section 3. Departmental Admissions Committee

Each department shall have a Departmental Admissions Committee composed of Graduate Faculty members. This committee and other interested departmental faculty members shall scrutinize the credentials of applicants and make recommendations concerning admissions decisions. Departmental admission decisions are then submitted to the Graduate School. The Dean or the Dean's designee will notify the applicant concerning the status of the application.

Section 4. Committee on Graduate Studies

Each department shall have a Committee on Graduate Studies consisting only of current Graduate Faculty members. The chair of this committee must be a member of the Graduate Faculty. Among the responsibilities of this committee are the following: (a) the performance of an annual review of the academic progress of each graduate student in the department; the names of those students who have been found to be in academic jeopardy shall be reported to the Graduate School (see also: Article V, Section 4 and Article VI, Section 3); and (b) the recommendation to the Dean of external examiners on oral defense committees whose status is comparable to that of members of the Graduate Faculty who also serve on such committees (see also: Article VI, Section 8).

Section 5. Categories of Admissions

A. Degree-Regular Student

Applicants who meet the stated requirements for admission to a graduate program in the Graduate School shall be accepted as regular students. Students with a minimum cumulative grade point average greater to or equal to 3.0 and a baccalaureate degree from an accredited institution, (including any international student with equivalent qualifications,) are eligible to apply for admission to the Graduate School as a regular student.

B. Degree-Provisional Student

Applicants who have deficiencies in preparation or scholarship but are judged by the department to be capable of completing a graduate degree program may be accepted on a provisional basis. The student in this category will be allowed to take a maximum of ten (9) credit hours per semester for a maximum of two semesters and shall also satisfy all special requirements set by the department before the student may qualify for admission as a regular degree student. Upon review of the conditions established at the time of admission, the Committee on Graduate Studies may recommend to the Dean that the status of the provisional student be changed to that of a regular student. Failure to meet requirements of the provisional admission within two semesters will result in dismissal from the graduate program.

C. Unclassified Student (Non-Degree Student)

An unclassified status is an elected category for the student who wishes to pursue “course work only.” The applicant must meet all general admission requirements and any additional requirements prescribed by the department. A non-degree student, upon approval and recommendation of the department, may qualify for another category of admission in the Graduate School. Departments will determine the number of non-degree students they can accept on a yearly basis. Students may transfer no more than two (2) courses earned as a non-degree student to a degree program.

Section 6. Academic and Research Advisement

Academic Advisor

Each department shall provide graduate faculty advisement for students in the Graduate School. All graduate students must be assigned an advisor by the end of their first semester in residence. Departments will assign each incoming graduate student an academic advisor who will assist in academic planning throughout matriculation and development of a Program of Study. The student shall also be given a copy of the departmental handbook and/or rules and regulations as applicable.

A detailed roster that reports an up-to-date status of all graduate students and their academic advisors must be sent to the Graduate School by the end of each academic year.

Research Advisor

Graduate students and/or the department must seek a research advisor who will assist students in research activities related to the thesis and dissertation processes. A detailed roster that reports an up-to-date status of all graduate students and their research advisor must be sent to the Graduate School at the end of each academic semester.

Prior to advancement to candidacy, each department shall ensure that a graduate faculty research adviser has been assigned to students in the Graduate School. The process of how this is done, unless otherwise notified by the Graduate Dean, is graduate program specific.

Section 7. Readmission to the Graduate School

Any student dismissed for reasons other than the second failure of the comprehensive examination or the oral defense of the thesis/the dissertation may seek readmission to the Graduate School. First, the student must complete an application to the Office of Admission and include a complete record of prior academic performance at Howard University. Second, the student must submit a written request for readmission to the Graduate Dean of the Graduate School. Third, the student must receive approval for readmission from the Graduate Dean of the Graduate School and from the department in which the student wishes to enroll. Reinstatement requires fulfillment of conditions formulated by the department in which the student is a degree candidate and approved by the Graduate Dean. Following approval, the Graduate Dean will notify the student of these conditions.

A period of at least one semester must elapse between the students' dismissal and his/her re-admittance. It is important to note that re-admittance is not guaranteed. A student who fails the comprehensive examination or the final oral examination in defense of the thesis or dissertation a second time will be dropped from the Graduate School and is ineligible for readmission. (see: Article VII: Appeal of Academic Decisions).

Returning students who were absent from, or not registered at, the University for one entire semester (summer session not included) are required to apply for readmission as a former student

returning (FSR). It is important to note that re-admittance is not guaranteed. FSR's must reapply using the BisonWeb portal. Students must reapply 30 day prior to the first day of registration for the upcoming term.

A. Medical Clearance

All new transfer and returning students must contact Med+Proctor for their medical record review. A description of the steps may be found on their website which is linked below. Med+Proctor will assist obtaining students' medical clearance.

[http://huhealthcare.com/healthcare/students/
www.medproctor.com](http://huhealthcare.com/healthcare/students/www.medproctor.com)

Section 8. Pursuit of an Advanced Degree by a Graduate Faculty Member

An individual who holds a current special appointment as a member of the Graduate Faculty is ineligible to pursue an advanced degree from the Graduate School. Faculty members may enroll in courses for credit, but such work may not be applied towards fulfillment of requirements for a graduate degree at Howard University.

ARTICLE II. REGISTRATION AND ENROLLMENT

Students must register for classes during the registration period as announced in the University Calendar as well as follow procedures for registration as outlined in the Student Reference Manual and Directory of Classes. These documents can be found at the Howard University website, www.howard.edu.

Section 1. Permanent Record

The official permanent record of a students' enrollment in the university, registration for classes, grades earned, and other qualifications fulfilled are maintained in the Office of the Registrar.

Section 2. Student Load

Nine credit hours are considered to be a full-time schedule for students prior to being admitted to candidacy. After admission to candidacy, enrollment for at least one credit hour of dissertation research or dissertation writing may constitute a full-time schedule. This does not apply to students

who are enrolled in financial aid loan programs and teaching/graduate assistantships that may require additional credits for full-time or part-time status.

The maximum load for a graduate student is fifteen credit hours. Enrollment in more than twelve credit hours requires approval by the Graduate Studies Committee of the department. Courses for no credit allowance will not be included as part of the regular student load.

Section 3. Leave of Absence for Exceptional Family Circumstances

In recognition of the effects that childbirth, adoption, illness, disability, caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), military service, or similar circumstances may have on the time and energy that graduate students have to devote to their educational programs, the University allows students in such circumstances to apply for a leave of absence.

A. Length of Leave

Students who apply for a leave of absence should indicate the length of the requested leave of absence and explain why their circumstances warrant a leave of that length. Leaves of absence in excess of four semesters are disfavored and will not be granted absent extraordinary circumstances or as required by law. Time to degree will not be impacted by an official approved leave of absence. Approval of leave can only be granted by the Graduate Dean in consultation with and support of the students' graduate program Chair and/or Director of Graduate Studies.

B. Application Procedures

A leave of absence for childbirth, adoption, illness, disability, dependent care, or similar circumstances normally must be requested and approved prior to the beginning of the academic term for which it is being requested. A letter of request should provide a detailed explanation of the circumstances leading to the request and a justification of the length of the requested leave. Students should describe the progress they have made in their graduate program and indicate if the requested leave of absence is expected to affect the time-to-degree, course- viability, or course-restoration limitations set forth elsewhere in these Rules. The letter of request should be sent to the Dean of the Graduate School and, in cases of disability, the Office of Student Services. The letter of request must also state whether the request is supported by the student's faculty advisor and Director of Graduate Studies and include supporting documentation. The faculty advisor, Director of Graduate Studies, Office of Student Services, and/or the Graduate Dean may request a doctor's statement to document any limitations arising from a student's disability or illness.

C. Special Considerations

Registration Requirements

Students on an approved leave of absence are not registered at the University and, therefore, do not have the rights and privileges of registered students. Upon the conclusion of an approved leave of absence, a student may register without applying for readmission to the University. Students must be registered during a semester in which they fulfill a University or departmental degree requirement, such as taking qualifying exams or submitting a dissertation/thesis. Students must also be registered in order to be eligible for any form of University financial aid (e.g. a teaching or research assistantship) and to be certified as full-time students.

Impact on Funding

When contemplating a leave of absence, graduate students are advised to consult the sources of their funding to determine whether a leave might involve a long-term financial loss. Because academic programs and financial aid packages may be constructed and sequenced over a period of years, individual interruptions to the normal sequence of academic progress and scheduled employment may result in a loss of future funding and a slower time to completion of degree. In some programs, a leave of absence may mean that students may have to begin a new project upon return, with the likelihood that their research may take longer to complete. Whenever a leave of absence is being considered, a student should meet with the advisor to develop a plan for resumption of study and gain a clear understanding of future funding opportunities. Some outside funding agencies frown on interruptions to a degree program. Some only allow leaves for medical reasons or military service. Others require prior approval of the fellowship agency.

Students with outstanding educational loans need to consider the effect of taking a leave of absence on their loan status. For some student loans, a grace period for repaying the loan begins once the student stops registering. If the leave period is longer than the grace period, then the student may have to begin repaying the loan while on a leave of absence. Prior to taking a leave, students should arrange to meet with a Student Financial Aid officer, and/or contact their lenders.

International students

Non-immigrant F-1 and J-1 students and their dependents must maintain legal immigration status at all times. Students with F-1 or J-1 visas must be enrolled full-time every semester at the University while they remain in the United States. The only possible exception that might allow a student to remain in the United States while on an approved leave of absence might be a serious illness or medical condition. Students are advised to consult with the staff of the Office of International Educational Services for more information when considering a leave of absence.

Student Accounts

Students are advised to check with the Enrollment Management Office prior to taking an approved leave of absence in order to determine the status of their student accounts. Students are advised that accounts that are overdue will be subject to regular procedures in accordance with University guidelines, notwithstanding any approved leave of absence: specifically, late fees and finance charges will continue to accrue, students will be blocked from future registration upon their return, and accounts will be referred for collection, with the imposition of additional collection charges, for non-payment in accordance with regular timeframes.

University Housing and Other Resources

The University's general policy is that students must be registered to be eligible for University housing. For specific information about continued eligibility for University housing during an approved leave of absence, students are advised to contact the Department of Resident Life. Students who are on a leave of absence do not have a valid Howard University identification card and therefore are not entitled to use University resources, such as the libraries, shuttle buses, and other services covered by mandatory fees.

Section 4. Temporary Interruption of Student's Program for Other Reasons

Students who are readmitted to the Graduate School are subject to the rules and regulations in place at the time of readmission.

Section 5 Howard E-Mail Address

Your Howard University email address

All email correspondence will be sent to your Howard University email address. As a student, your email address ends in “@bison.howard.edu”. However, if you are an HU employee, or at any point you become a Howard employee (including as a Graduate Assistant) you will also have an email address that ends in “@howard.edu.” If you are both a student and an employee, email sent to “@howard.edu” can only be forwarded to one of the two accounts. You will need to check both accounts regularly.

Section 6 Consortium Courses

Howard University is part of the Washington Metropolitan Area Consortium of Universities (CUWMA), which allows you the opportunity to enroll at other member institutions for courses that are not available at Howard.

Access to Consortium courses is not guaranteed as priority is given to students enrolled at the home institution. Students must be registered at Howard University for the same semester they are interested in taking a Consortium course.

Consortium registration forms are available in Suite 105 IN THE Administration Building during the registration period each semester. For more information on the CUWMA and participating universities course schedules, please visit <http://www.consortium.org>.

To be eligible for this program a student must meet the following requirements:

1. Be a fully admitted degree seeking student
2. Be actively enrolled in courses at Howard University at the same time that the Consortium course is being taken.
3. Not exceed the amount of credits they are registered for at Howard University.
4. Be in good academic/financial standing - (2.0 GPA for UG students and 3.0 for GR students)
5. Obtain the following approvals to participate in the Consortium Program.
 - (a) ACADEMIC APPROVAL- Signature of the Academic Dean and Department Chairperson
 - (b) ADMINISTRATIVE APPROVAL- Return Consortium form to the Consortium Coordinator for signature and validation stamp - Administration Building, Suite 105.

Section 6 Health Insurance

Student Health Insurance is mandatory for all students. Students are automatically enrolled in the University Student Health plan. You may choose to opt-out of the plan if you already have an adequate health insurance policy that meets the University's minimum requirements. To opt-out of the Howard plan, you must contact Human Resources for guidance. Visit the URL for more information.

ARTICLE III. GRADES AND COURSE CREDIT

Section 1. Letter Grades and Their Value

A. The Grading System

The grading system for all graduate level courses leading to a graduate degree awarded by the Graduate School shall be as follows:

LETTER GRADE	NUMERICAL VALUE FOR PURPOSES OF CALCULATING A GRADE POINT AVERAGE (GPA)
A	4.0
B	3.0
C	2.0
D	1.0
F	0

B. D and F Grades

No degree credit may be earned for D and F grades received in graduate level courses. Such courses must be repeated, and a grade of C or higher must be earned to satisfy graduate degree requirements. Grades of D and F are a permanent part of the record, however, and are used in the calculation of the cumulative grade point average. However, as indicated in ARTICLE V. Section 4C (Master’s) and ARTICLE VI. Section 3 (Doctoral), students may earn no more than two C grades. If a third C grade is earned, students or they will be dismissed from the Graduate School. In most instances, the dismissal letter will be sent prior to the start of the following semester. If it is not, the dismissal is still in effect. Accordingly, students should correspond with their Director of Graduate Studies, Chair, and Academic Dean immediately upon earning the 3rd C grade.

C. Incomplete Grades

All incomplete grades, except those for thesis, dissertation, or research courses, shall carry an alternate grade designation. The grade “I” with an alternate letter grade indicates that the work was incomplete at the end of the course. The alternate letter grade indicates the grade that will be recorded if the work is not completed by the end of the last day of the next semester in which the student is enrolled. This grade may be given to a graduate student who, upon petitioning the instructor in writing, has provided adequate justification for partial completion of the course requirement when the final grade report is due.

Completion of a course in which an incomplete grade has been given will involve the submission of required documents, e.g., term papers, exams, and notebooks, or may also include completion of contractual period of service not corresponding to the grading period. At the time the alternate letter grade is assigned, the instructor and student must complete an Incomplete Grade Processing Form (IGPF) with details of what the student must do and by what date in order to remove/change the incomplete grade. A copy of the IGPF must be placed in the student’s file in the department office.

The grade of “W” will be reported for a graduate student who withdraws from a course after the end of the add/drop period during registration but before the last day to drop classes according to the University calendar. The “W” remains a permanent part of the student’s academic record.

Section 2. Change of Grade

A grade assigned for work in a graduate level course is not subject to change. Exceptional cases (such as errors in the computation of final grades) may be considered upon submission of a petition by the instructor of the course to the Graduate Dean of the Graduate School no later than one month after the beginning of the next semester in which the student is enrolled.

Section 3. Approval for New or Additional Courses

Students may not receive graduate degree credit for courses not duly authorized for this purpose by the Graduate School.

Section 4. Auditors

A student may audit a graduate level course and is required to register for and to pay the regular tuition and other fees. An auditor is not required to take examinations and will not receive credit for the course. An audited course will be recorded on the students’ permanent record with an assigned grade of AD.

Section 5. Undergraduate Courses Taken by Graduate Students

Undergraduate courses taken to fulfill entrance deficiencies will not be calculated into students’ grade point average (GPA). Grades earned in required undergraduate courses taken by a graduate student as a requirement for their program are calculated as a part of both the semester and cumulative grade point averages. A maximum of six credits of such courses may be counted toward a graduate degree with the approval of the department in which the degree is pursued. Only undergraduate courses in which a grade of "B" or better is earned will be counted toward the graduate degree.

Section 6. Graduate Courses Taken by Undergraduate Students

A department may permit a Howard University undergraduate student to take not more than two graduate courses in his/her senior year. When the credits earned in graduate courses exceed the total number of credits required for the baccalaureate degree, these credits may, with department approval, be counted toward requirements for a graduate degree at Howard University.

Section 7. Transfer of Credit to Graduate Degrees

Departments may approve transfer of credits for graduate courses, earned in other graduate programs, where the grade is B or better. However, it must be the considered judgment of the department that the work is relevant and meets the objectives of comparable courses. In no case may transfer credit hours exceed the limit specified in Article V., Section 5 (Master's degree) and Article VI, Section 5 (doctoral degrees) herein. Such transfer may not be used to satisfy the residency requirement specified in Article V, Section 1A and Article VI, Section 1A and must be approved by the Graduate School.

Section 8. Cheating and Plagiarism

The Graduate School has a zero tolerance for any academic infractions such as cheating and plagiarism. Academic infractions will be investigated in accordance with Howard University's Academic Code of Student Conduct (<http://www.howard.edu/policy/academic/student-conduct.htm>). Students will be informed within 10 days suspicion of the infraction. A committee will hear the case of the alleged infraction. Students will have an opportunity to view the information that has been referred to the Graduate Dean. After the case is presented to the student, a recommendation is given to the Graduate Dean regarding a course of action. If there is proof positive that the infraction has occurred, the student will be immediately dismissed from the Graduate School.

Article IV. OTHER REQUIREMENTS FOR THE DEGREE

In addition to departmental requirements for the degree or certificate, all graduate students must demonstrate competency in the English language and pay all degree fees. All graduate students must participate satisfactorily in the Responsible Conduct of Research (RCR) workshop as well as the CITI online RCR module. No one is exempt from this requirement.

Section 1. English Competency and Expository Writing

The Expository Writing Program helps facilitate students' mastery of the conventions and expectations of graduate-level academic writing. The Expository Writing Program was established in 1976 as a diagnostic and teaching vehicle for implementing the Board of Trustees' mandate that all students in the Graduate School demonstrate proficiency in academic writing as a prerequisite for admission to candidacy for the master's or doctoral degree. From 1976 to spring 2016, the program, under the auspices of the Graduate School, administered the Expository Writing Examination. The Graduate School continues to maintain the responsibility for ensuring students' writing proficiency through the Expository Writing Program. However, the Expository Writing Examination process through which this is achieved was shifted from the Graduate School to the individual academic programs in fall 2017. Under the current model, each graduate program determines its own Expository Writing Examination methods and exemptions.

All graduate students, unless exempt, are required to satisfy the expository writing requirement prior to being advanced to candidacy. The process for satisfying this requirement is determined by the individual graduate programs. It is recommended that students fulfill this requirement during the first year of the graduate program. Students enrolled in certificate programs are exempt from this requirement.

Successful completion of the Expository Writing Examination remains valid for a period of 5 years; after 5 years, a student must either request an exemption from the Expository Writing Examination or re-engage the department's Expository Writing Examination process. Successful completion of the Expository Writing Examination is valid for one graduate degree program; a student who completes a degree program and pursues another must either request an exemption from the Expository Writing Examination or re-engage the department's Expository Writing Examination process. Students who have previously satisfied the Expository Writing requirement must either submit completion documents that are no more than five years old, request an exemption from the Expository Writing Examination, or re-engage the department's Expository Writing Examination process.

The McGraw-Hill Expository Writing Course

A student who does not successfully pass the Expository Writing Examination administered by the graduate program may be referred to the coordinator of the Expository Writing Program, who will instruct the student to register for and purchase access to the online McGraw-Hill Connect Expository Writing course. This course includes the adaptive LearnSmart Achieve - Developmental Writing 3.0 module, which provides targeted instruction and adaptive, skills-based practice in content development, organization, argumentation, grammar and mechanics, and common writing difficulties experienced by multilingual writers. Once a student has completed the module, the Expository Writing Program coordinator will provide a performance report and a signed letter indicating the date of completion. The student will provide the graduate program director with copies of both documents, which may then be applied to the student's satisfaction of the department's expository writing requirements.

Each graduate program determines how a student's completion of the course will apply to its expository writing requirement. For example, some programs may require only evidence of course completion, while others may require a student to re-take the Expository Writing Examination after completing the course. Additionally, the course addresses only the broad areas of concern indicated. Other writing concerns must be addressed by the graduate programs.

Students who take the course are responsible for requesting evidence of course completion from the Expository Writing Program, submitting the completion documents to their graduate program, and keeping copies of the completion documents in their own records. The Expository Writing Program is not responsible for keeping records of course completion documents after they have been provided to the student.

Exemption from the Expository Writing Examination

A student may request to be declared exempt from taking the Expository Writing Examination. To request an exemption, a student must submit the Expository Writing Examination Exemption Form with at least one qualifying document. Students may submit additional qualifying documents to support the exemption request.

Qualifying Documents:

- A previously submitted dissertation or master's thesis: Student must submit a signed copy of the dissertation or thesis and an official copy of the transcript showing completion of the degree.
- A published article in a refereed academic journal: Student must submit a copy of the article, including full bibliographical information. Qualifying articles must have undergone a peer-review process, and verification of peer-review may be requested by the Expository Writing Program. Articles written for newspapers, newsletters, magazines, or other non-refereed publications will not suffice as qualifying documents.
- A major professional report: 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. Reports that shows no clear evidence of authorship and/or students' specific contributions will not suffice as qualifying documents.
- GRE Analytical Writing Assessment: Students must score a 5 or above and submit a copy of the official ETS Score Report.

The exemption request must be approved and signed by the student's Director of Graduate Studies, who will then forward the student's request to the Expository Writing Program for review. If the exemption is approved, students will be notified by the Expository Writing Program coordinator via email.

Section 2. Responsible Conduct of Research

The Responsible Conduct of Research (RCR) Workshop is intended to provide students with information on pertinent federal and University guidelines and regulations pertaining to the responsible conduct of research as well as to instruct them in a method of utilizing moral reasoning skills in responding to ethical dilemmas in research. Workshop topics include intellectual property, data sharing, and understanding of Institutional Review Board (IRB) policies and procedures, data acquisition and management, and mentoring. The RCR training workshop is a requirement for admission to candidacy. To receive the RCR certificate, students must complete all required training sessions and successfully complete a learning assessment exercise at the end of the workshop. In addition, all students are responsible for completing and passing the on-line CITI

Responsible Conduct of Research (RCR) module. Both RCR workshop certificate and the CITI RCR module certificate are required for advancement to candidacy.

ARTICLE V. GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

Section 1. Residency, Credit Requirements, and Admission to Candidacy

A. Residency

A minimum of six credit hours per semester constitutes residency. A student must be in residence in the Graduate School for at least one semester in order to be recommended for a degree. Credits transferred from other accredited graduate institutions may not be used to meet the residency requirement.

B. Minimum Credit Requirements

The minimum number of credits required for the Master's degree is thirty. However, departments may require credits in excess of this amount, and various factors may result in a students' taking more than the minimum number of credit hours prior to satisfactorily completing the degree requirements. The completion of minimum course requirements or credit does not guarantee receipt of the degree.

The distribution of credits for the degree shall be as follows:

1. Twenty-four credits in course work, at least eighteen of which shall be earned in the major subject.
2. No more than six (6) credits in thesis writing courses may count towards the requirements of the degree.

C. Admission to Candidacy

Admission to a Master's degree program does not automatically admit a student to candidacy for the Master's degree. A student will be admitted to candidacy upon completion of a majority of the requirements for the Master's degree, except the thesis or its equivalent.

Prior to admission to candidacy, a student must:

1. Submit an admission to candidacy form (available from the Graduate School), listing graduate courses completed, in process, and yet to be completed;

2. Pass all the required core courses;
3. Pass the qualifying or comprehensive examination administered by the department (where applicable);
4. Demonstrate proficiency in expository writing in addition to satisfying the RCR requirements as described in Article 1V, above;
5. Pass the foreign language examination or fulfill the approved substitute where applicable;
6. Secure the approval of the Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee (IACUC) or other institutional committees as required for the research project;
7. Receive approval of a thesis subject or an optional requirement as determined by the Committee on Graduate Studies in the major department;
8. Receive the endorsement of the Committee on Graduate Studies in the major department; and
9. Receive the approval of the Graduate School.

Admission to candidacy must be achieved at least six weeks prior to the end of the semester in which the student expects to receive his/her degree.

Candidacy for the Master's degree shall be valid for no more than two academic years. Any student seeking renewal of candidacy must apply to the Graduate School through the department for reinstatement. The department in which the student is seeking the degree shall determine the conditions under which he/she may be reinstated, subject to the approval of the Executive Committee of the Graduate School.

The responsibility for fulfilling these requirements on time is that of the student. The departmental Director of Graduate Studies should be consulted regarding any of the stated requirements. Students should carefully note the specific requirements of their department relative to admission to candidacy and regard them as additional to these general requirements.

NOTE: Committee membership is final after advancement to candidacy. Requests for changes regarding membership to the approved Master's committee must be put in writing to the Graduate Dean.

Section 2. Course Requirements

A. Length of Time for Completion of the Master's Degree

Students are expected to complete a Master's degree within a maximum of five years from the date of initial registration in the program. A student who exceeds the five-year period may be dismissed. After five years, students must petition for readmission and may be readmitted only upon fulfillment of conditions recommended by the departmental Committee on Graduate Studies and approved by the Executive Committee of the Graduate School, subject to the rules for readmission to the Graduate School in Article I, Section 7.

B. Course Viability

The Graduate School has a fundamental interest in ensuring that its graduating M.A. students have currency of knowledge in their fields. Therefore, the Graduate School places limits on the age of courses that can be counted toward the fulfillment of graduation requirements.

Credit for courses pursued more than five and less than seven years, prior to the term in which the student presents herself/himself for the final examination, can be counted toward the fulfillment of degree requirements only if they are restored as described in this paragraph with the approval of the departmental Committee on Graduate Studies and the Dean. In order for a course to be restored under this paragraph, the student must pass an examination administered expressly for the purpose of restoration of credits in the course concerned or a comprehensive examination in the field in which the course falls.

A student may not receive credit toward the degree for a course, which the student took and completed more than seven (7) years prior to the time the student presents herself/himself for the final examination. Such courses may not be restored.

In the event that a student has been granted a leave of absence pursuant to Article II, Section 3 on account of childbirth, adoption, illness, caring for incapacitated dependents, disability, military service, or similar circumstances, or if the student's progress toward a degree has been delayed as a result of such conditions or circumstances but without the need for a leave of absence, the student may apply in writing to the departmental Graduate Studies Committee and the Dean for an exception to the foregoing limitations on course viability and course restoration. A copy of any such application must be provided to the Office of Special Student Services. Such exceptions are strongly disfavored where the courses exceed the foregoing time limitations because of the Graduate School's fundamental interest in ensuring that graduating students have currency of knowledge in their disciplines.

C. Enrollment in Thesis Writing Courses

Students who have met course credit requirements but are using University facilities, or is conferring in person with the thesis advisor, must continue to enroll in a thesis-writing course. Students shall register as an auditor if they have already accumulated the maximum number of hours permitted for thesis writing courses.

D. Assignment of Grades for Thesis Writing Courses

Thesis writing courses shall be assigned a grade of Incomplete while the work is in progress. These incomplete grades are removed after completion of the final oral examination on the thesis.

E. Enrollment in the Semester in Which the Degree is conferred.

A candidate for a degree must be enrolled in the Graduate School during the semester in which the degree is conferred.

Section 3. Program of Study

The department in which the student is enrolled shall specify the program and departmental requirements for each of its candidates. An approved Program of Study for each student must be filed with the department no later than the end of the first semester in residence. The responsibility of submitting the individualized Program of Study is that of the student. Failure to do so in a timely manner may result in suspension of enrollment privileges at the University.

Section 4. Grades and Academic Status

- A. A cumulative grade point average (GPA) of 3.00 (B) is required for graduation.
- B. A student who falls below the 3.00 GPA shall be warned and informed by the Graduate School and must raise the quality point index to 3.00 in the next two terms in residence. Students failing to do so will be dismissed from the Graduate School.
- C. A student may earn no more than two C grades. If a student earns three grades below a B, he/she will be dismissed from the Graduate School
- D. A student who demonstrates an inability to perform satisfactorily at the graduate level should be recommended for dismissal.

Section 5. Transfer of Credit

Course work taken in another graduate program may be approved for transfer up to a maximum of six credits provided the courses to be transferred were not applied to satisfy requirements for a

degree. The specific courses for which these six credits may be transferred shall be determined by the Committee on Graduate Studies in the major department subject to the approval of the Graduate School. Official transcripts must accompany any request for transfer of credits. Viability of transfer courses shall be governed by the rules specified in Section 2B above.

Students currently enrolled in a program of the Graduate School who wish to seek admission to another program in the Graduate School must obtain written permission from the department in which the student is enrolled for transfer to another program. A copy of the approved document must be submitted to the Graduate School. The student must formally apply for admission into the new program. The rules on transfer of credits noted above will apply to students who desire to switch programs.

Section 6. Foreign Language Requirement for a Master's Degree

The department in which the student is enrolled shall determine the foreign language requirement, if any, or its substitute for the Master's degree.

Students may satisfy the foreign language requirement by passing an examination prepared by the foreign language department at Howard University based on materials submitted by the department concerned.

Section 7. Qualifying and/or Comprehensive Examination

Graduate departments require that students pass a qualifying and/or a comprehensive examination before they qualify for candidacy. Students must consult their departments for specific information on the examination(s).

A candidate who fails such an examination on the first try may sit for a second examination, provided that the second examination not be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School.

Section 8. Thesis or its Equivalent: Committee, Document, and Defense

Master's degree programs require the submission of a thesis, or in the case of a non-thesis equivalent, completion of a project or courses in partial fulfillment of requirements for the degree. A member of the Graduate Faculty who shall act as his/her advisor must supervise students preparing a required document. The advisor must be a member of the department in which the degree will be granted. Students are advised to consult their departments concerning requirements and options, because departments, in accordance with disciplinary practices, determine acceptable projects.

The subject of the thesis or its equivalent shall be determined as early in the program as possible.

A. The Committee

The committee for the thesis or its equivalent must consist of the thesis advisor (who must be a graduate faculty member of the department in which the degree will be granted) and at least two other members (faculty members on the committee who are not members of the department in which the degree will be granted must seek approval from the department chair), a majority of whom must be members of the Graduate Faculty at Howard University. Each member of the committee is responsible for fully reviewing and approving both the process and the final document (i.e. the thesis or its equivalent). Final approval of the thesis or its equivalent in all aspects is the responsibility of the full committee acting on behalf of the Graduate School.

B. The Document

The document shall be prepared in accordance with the conventions of the discipline and shall conform to requirements of the Graduate School as specified in the manual available in the Graduate School.

Thesis students shall deposit three approved copies with the department no later than two weeks after the date of the final oral examination; these documents along with other supporting documents will then be forwarded to the Graduate School. Students who fail to comply with this regulation will be considered to have failed the first oral examination and will have to sit for a second one.

C. Defense

The candidate is required to pass a final oral examination in defense of the thesis or its equivalent. In accordance with the academic calendar of the Graduate School, the department must notify the Graduate School to schedule the examination. In scheduling the examination, the student's major department shall furnish the names of the members of the oral defense committee. The examination shall be based primarily on the research, the field of research, and related areas of study. The majority of the oral examination committee must be members of the Graduate Faculty at Howard University.

The final examination shall be open to members of the faculties of the University, and to other persons who may be invited by the candidate's major department and by the candidate.

A candidate who fails such an examination on the first try may sit for a second examination. Once an examination has started, it is considered an attempt. The second examination cannot be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School.

ARTICLE VI. GENERAL REQUIREMENTS FOR DOCTOR OF PHILOSOPHY DEGREE

Section 1. Residency, Credit Requirements, and Admission to Candidacy

A. Residency

A minimum of six (6) credit hours per semester constitutes residency. A student must be in residence in the Graduate School for at least four (4) semesters in order to be recommended for a degree. Credits transferred from other accredited graduate institutions may not be used to meet the residency requirement.

B. Minimum Credit Requirements

The minimum course credits for the degree is 72 graduate credits (inclusive of dissertation) beyond the bachelor's degree. However, departments may require credits in excess of this amount, and various factors may result in a student's taking more than the minimum number of credit hours prior to satisfactorily completing the degree requirements. No more than twelve (12) credits in dissertation writing courses may count towards the requirements for the degree. The completion of minimum course requirements or credit does not guarantee receipt of the degree.

C. Admission to Candidacy

Admission to the Ph.D. program does not automatically admit a student to candidacy for the Ph.D. degree. A student shall be admitted to candidacy upon completion of most requirements for the Ph.D. degree, except the dissertation.

1. A student can be admitted to candidacy upon meeting the following requirements:
2. Submit a complete admission to candidacy form to the Graduate School. It must include a list of graduate courses completed, those in process, and those courses in the field yet to be completed;
3. Pass all the required core courses;
4. Pass the qualifying and/or comprehensive examination administered by the department (where applicable);
5. Demonstrate proficiency in expository writing in addition to satisfying the RCR requirements as described in Article IV above;
6. Pass the foreign language examination or fulfil the approved substitute (where applicable);

7. Secure the approval of the Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee (IACUC) or other institutional committees as required for the research project;
8. Receive approval of a dissertation topic via a process determined by the Committee on Graduate Studies in the major department. A copy of the approved dissertation proposal must accompany the request for the admission to candidacy;
9. Receive the endorsement of the Committee on Graduate Studies in the major department; and
10. Receive the approval of the Graduate School.

Admission to candidacy must be achieved at least one semester prior to that in which the student expects to receive the degree.

Candidacy for the Ph.D. degree shall be valid for no more than five academic years. Any student seeking renewal of candidacy must apply to the Graduate School through the department for readmission. The department in which the student is seeking the degree shall determine the conditions under which the student may be reinstated, subject to approval of the Graduate School.

The responsibility for fulfilling these requirements is that of the student. Students should consult the Director of Graduate Studies in their department if in doubt as to any of the requirements. Students should carefully note the specific requirements of their departments relative to admission to candidacy and regard them as additional to these general requirements.

Section 2. Course requirements

A. Length of Time for Completion of the Ph.D. Degree

Students are expected to complete a Ph.D. degree within a maximum of seven (7) years from the date of initial registration in the program. A student who exceeds this period may be dismissed. After seven years, students must petition for readmission and may be readmitted only upon fulfillment of conditions recommended by the departmental Committee on Graduate Studies and approved by the Executive Committee of the Graduate School, subject to the rules for readmission to the Graduate School in Article I, Section 7.

B. Course Viability

The Graduate School has a fundamental interest in ensuring that its graduating Ph.D. students have currency of knowledge in their fields. Therefore, the Graduate School places limits on the age of courses that can be counted toward the fulfillment of graduation requirements.

Credit for courses pursued more than seven and less than ten years, prior to the term in which the student presents herself/himself for the final examination, can be counted toward the fulfillment of degree requirements only if they are restored as described in this paragraph with the approval of the departmental Committee on Graduate Studies and the Dean. For a course to be restored under this paragraph, the student must pass an examination administered expressly for the purpose of restoration of credits in the course concerned or a comprehensive examination in the field in which the course falls.

Under no circumstances, however, may a student receive credit toward the degree for a course which the student pursued more than ten (10) years prior to the time the student presents himself or herself for the students' final oral examination (dissertation defense).

In the event that a student has been granted a leave of absence pursuant to Article II, Section 3 on account of childbirth, adoption, illness, caring for incapacitated dependents, disability, military service, or similar circumstances, or if the student's progress toward a degree has been delayed as a result of such conditions or circumstances but without the need for a leave of absence, the student may apply in writing to the departmental Graduate Studies Committee and the Dean for an exception to the foregoing limitations on course viability and course restoration. A copy of any such application must be provided to the Office of Special Student Services. Such exceptions are strongly disfavored where the courses exceed the foregoing time limitations because of the Graduate School's fundamental interest in ensuring that graduating students have currency of knowledge in their disciplines.

C. Enrollment in Dissertation Writing Courses

A student should not register for dissertation writing until he/she has been admitted to candidacy. A student who is using the University facilities or is conferring in person with the dissertation advisor must continue to enroll in a dissertation writing course. The student must register as an auditor if he/she has already accumulated the maximum number of hours permitted for dissertation writing courses (12 credit hours).

D. Assignment of Grades for Dissertation Writing Courses

Dissertation writing courses will be assigned a grade of satisfactory (S) or unsatisfactory (U) while the work is in progress. The "S" or "U" grades up to 12 credits hours will receive a final letter grade upon successful passage of the final oral examination for the dissertation.

E. Enrollment in the Terminal Semester

A degree candidate must be enrolled and registered for at least one graduate credit hour during the semester in which the degree is conferred. There are no exceptions to this rule.

Section 3. Grades and Academic Status

A cumulative grade point average of 3.00 (B) is required for graduation.

A student will be permitted only two "C" grades. After the student receives a third "C" grade in a Ph.D. program at Howard, he/she will be dismissed from the Graduate Program. In most instances, the dismissal letter will be sent prior to the start of the following semester. If it is not, the dismissal is still in effect. Accordingly, students should correspond with their Director of Graduate Studies, Chair, and Academic Dean immediately upon earning the 3rd C grade. "C" grades earned at the master's level at Howard University or elsewhere are not to be included in this count and cannot be counted toward degree requirements.

A student who falls below 3.00 GPA will be given due notice by the Graduate School that he/she must raise his/her quality point index to 3.00 in the next two terms in residence. Students failing to do so will be dismissed from the Graduate School. In most instances, the dismissal letter will be sent prior to the start of the following semester. If it is not, the dismissal is still in effect. Accordingly, students should correspond with their Director of Graduate Studies, Chair, and Academic Dean immediately upon earning the 3rd C grade.

A student who demonstrates an inability to perform satisfactorily at the graduate level may be recommended for dismissal.

Section 4. Program of Study

Each department in which the student is enrolled shall specify the programs and the requirements for each matriculating degree student. An approved Program of Study for each student must be filed with the Graduate School no later than the end of the first semester in residence. The responsibility of submitting the individualized Program of Study is that of the student. Failure to do so in a timely manner may result in suspension of enrollment privileges at the University.

Section 5. Earned Credit Transferal to the Ph.D. Degree

Students holding a bachelor's degree who were admitted directly into the Ph.D. program may—with the approval of the Committee on Graduate Studies—transfer a maximum of 18 semester credit hours of graduate credits with a grade of B or better into the Ph.D. program.

Students holding a Master's degree from a recognized accredited institution (this includes Howard University) or an equivalent international institution may transfer no more than 24 graduate course credits with a grade of B or better into the Ph.D. program, dependent upon approval of the Committee on Graduate Studies in the major department. Official transcripts must accompany any request for transfer of credits.

Students currently enrolled in a program of the Graduate School who wish to seek admission to another program in the Graduate School must obtain written permission from the department in which the student is enrolled for transfer to another program. A copy of the approved document must be submitted to the Graduate School. The student must formally apply for admission into the new program. The rules on transfer of credits noted above will apply to students who desire to switch programs

Section 6. Foreign Language Requirement

The department in which the student is enrolled shall determine any foreign language requirement(s) or its substitute.

Students may satisfy the foreign language requirement by passing an examination prepared by the foreign language department at Howard University based on materials submitted by the department concerned.

Section 7. Ph.D. Qualifying and/or Comprehensive Examinations

The student will be required to pass a qualifying and/or comprehensive examination administered by the Graduate Faculty of the department in which the student is enrolled. This examination will be given only once each semester. A student should take the examination while earning his/her first 48 credits towards the Ph.D. degree, or as required by the department concerned. Students must consult their departments for specific information on the examination(s).

A candidate who fails such an examination on the first try may sit for a second examination. Once an examination has started, it is considered an attempt. The second examination cannot be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School. There are no exceptions.

Section 8. Dissertation Proposal, Committee, Document, and Defense

Ph.D. programs require the submission of a dissertation in partial fulfillment of requirements for the degree. A member of the Graduate Faculty who shall act as the student's advisor must supervise students preparing the dissertation document. Said advisor and at least one additional committee member (other than the external evaluator) must be a member of the department in which the degree will be granted. Students are advised to consult their departments concerning additional committee requirements.

A. Dissertation Proposal

The subject of the dissertation shall be determined as early in the program as possible. As a condition for admission to candidacy, the student must present an approved proposal for his/her doctoral dissertation research as authorized by his/her advisor and members of the dissertation committee.

The proposal should include an outline of the proposed research including the nature, scope, and significance of the problem, the theory, methodology, and a tentative title. A copy of the approved dissertation proposal must accompany the admission to candidacy form submitted to the Graduate School. The proposal and candidacy application must be approved by at least four members of the Graduate Faculty with at least two members from the department.

B. Dissertation Committee

The dissertation committee must consist of the dissertation advisor (a member of the graduate faculty that resides in the department where the degree will be conferred), at least three other members of the Graduate Faculty, and an external member of comparable stature as determined by the Committee on Graduate Studies. The student must not know, work with, have contact with, or have any affiliation with the external examiner. Each member of the committee is responsible for fully reviewing and approving both the process and the final dissertation document. Final approval of the dissertation, in all aspects, is the responsibility of the full dissertation committee acting on behalf of the Graduate School.

C. Dissertation Document

The candidate for the Doctor of Philosophy degree is required to present a dissertation, which is the result of significant and sustained research in his/her discipline. The student must demonstrate ability to organize and present effectively the findings and results of his/her research. When completed, it is expected that such research will make a meritorious contribution to the field of knowledge.

The document shall be prepared in accordance with the conventions of the discipline and conform to the requirements of the Graduate School as specified in the manual available in the Graduate School. Before the final oral examination is scheduled, the dissertation must be deposited with the Graduate School according to a schedule established by the Graduate School. The dissertation shall also be deposited in the department where the student is seeking the Ph.D. degree not later than three weeks before the date of the final examination for the degree. The candidate shall prepare three copies of the dissertation and four copies of the dissertation abstract in accordance with the prevailing Graduate School guidelines on preparing such documents.

D. Final Oral Examination and Defense of the Dissertation

The candidate shall be required to pass a final oral examination in defense of the dissertation. The examination shall be based primarily on his/her research, the field of his/her research, and related areas of study. The final oral examination/defense of the dissertation should be scheduled only after the advisor and committee members agree that the dissertation in draft is viable and ready for defense. This does not imply passing of the examination, it does, however, assume readiness to defend.

The oral examination (dissertation) committee shall consist of a minimum of five members, four of whom must be current members of the Graduate Faculty at Howard University, and at least one of whom shall be from outside the University and be of comparable stature (see: Article I, Section 4). Upon the recommendation of the Committee on Graduate Studies in the department where the degree is earned, the Dean of the Graduate School shall appoint members of the oral examination (dissertation) committee.

The process for the conduct of the final oral examination shall be as follows:

1. The Committee on Graduate Studies in the major department shall request permission from the Graduate School to conduct an oral examination, adhering to the published deadlines. A copy of the approved candidacy form must accompany the request. Currency of courses as stipulated in Article VI, Section 2B must be established and affirmed in the memorandum to request the scheduling of an oral examination.
2. The Committee on Graduate Studies in the department shall submit to the Dean a list of recommended examiners.
3. The Dean or his/her designee shall appoint an examination committee and shall notify each member of the committee of the date, time, and place of the examination.
4. The Dean and Associate/Assistant Deans of the Graduate School shall be ex-officio members of all oral examination (dissertation) committees.

The final oral examination shall be open to members of the faculty of the University and to other persons whom the candidate's major department or the candidate may invite. Final approval of the dissertation in all aspects is the responsibility of the full committee acting on behalf of the Graduate School.

A candidate who fails the oral examination (dissertation defense) on the first try may sit for a second examination, provided that the second examination not be administered earlier than two months from the date of the first examination. Failure on the second examination will result in dismissal from the Graduate School. A student dismissed for this reason will not be readmitted to the Graduate School.

A department can recommend dismissal of a student who, after failing the dissertation oral defense the first time, does not resubmit an acceptable revision of the dissertation and present himself/herself for re-examination within a six-month period.

ARTICLE VII. GENERAL REQUIREMENTS FOR CERTIFICATE PROGRAMS

Certificate programs have been established in the Graduate School to 1) enhance the marketability of graduate students and programs across the university; 2) provide a service to the community at-large through short-term, academic-based graduate programs; and 3) provide expanded opportunities for students wishing to further their education for personal or career advancement.

These programs are of two general types: those intended as enhancements to existing degree programs and those intended to stand alone.

Section 1. Residency and Credit Requirements

A. Residency

A minimum of three (3) credit hours per semester constitutes residency. A student must be in residence in the Graduate School for at least one (1) semester in order to be recommended for a certificate. Credits transferred from other accredited graduate or undergraduate institutions may not be used to meet the requirements of a certificate program. Students enrolled in online courses offered by the Graduate School of Howard University are considered in-residence for such courses.

B. Minimum Credit Requirements

The number of credits required for certificate programs will be determined by the departments offering the programs but will generally be 12-18. Students pursuing such programs must consult the specific departmental requirements.

Section 2. Course Requirements

A. Length of Time for Completion of the Certificate Program

Students must complete a certificate program that is part of a Master's or a Ph.D. program by the time they complete the requirements for the degree. Students must complete a stand-alone certificate program in two years from the date of original registration. Those who have not completed the program within that time may be dismissed. Students who have not completed the

program within two calendar years may petition for readmission and may be readmitted only upon fulfillment of conditions recommended by the departmental Committee on Graduate Studies and approved by the Executive Committee of the Graduate School, subject to the rules for readmission to the Graduate School in Article I, Section 7.

B. Course Viability

For certificate programs that are included in a degree program, course viability will be the same as for other courses taken for the degree. Stand-alone Certificate Programs must be completed in two calendar years except where an exception is provided under the same procedures described in Article V, Section 2(B) of these Rules.

Section 3. Grades and Academic Status

- A. A cumulative grade point average of 3.00 (B) is required for the awarding of a certificate;
- B. A student will be permitted only two grades below B, and will be dismissed after he/she receives a third grade below B;
- C. A student who falls below 3.00 GPA will be given due notice by the Graduate School that he/she must raise his/her quality point index to 3.00 in the next two terms in residence. Students failing to do so will be dismissed from the Graduate School. In most instances, the dismissal letter will be sent prior to the start of the following semester. If it is not, the dismissal is still in effect. Accordingly, students should correspond with their Director of Graduate Studies, Chair, and Academic Dean immediately upon earning a cumulative grade point average below a 3.00; and
- D. A student who demonstrates an inability to perform satisfactorily at the graduate level should be recommended for dismissal.

Section 4. Program of Study

Each department in which the student is enrolled shall specify the programs and the requirements for each matriculating certificate student. An approved Program of Study for each student must be filed with the Graduate School no later than the end of the first semester in residence. The responsibility of submitting the individualized Program of Study is that of the student. Failure to do so in a timely manner may result in suspension of enrollment privileges at the University.

Section 5. Transfer of Credit to a Certificate Program

Generally, students may not transfer credits from other programs or institutions to a certificate program.

Students currently enrolled in a program of the Graduate School who wish to seek a Certificate in the Graduate School must formally apply for admission into the certificate program and obtain

written acceptance from the department in which the certificate is offered. A copy of the approved document must be submitted to the Graduate School.

ARTICLE VIII. APPEAL OF ACADEMIC DECISIONS

Grievance procedures, as detailed under the “Policy on Student Academic Procedures” in The Student Reference Manual, the H-Book and other University publications, are applicable in the case of challenges to academic decisions. The procedure approved by the Board of Trustees on April 23, 1994, is as follows:

Section 1. The Informal Process

- A. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., a grade dispute with the instructor;
- B. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of his or her departmental chairperson;
- C. All disputes, which are not resolved at the departmental level, are then brought to the Dean’s Office, whereupon the Dean or his/her designee will seek to reach an informal resolution through mediation between the parties; and
- D. If mediation at the Dean’s level fails, then the student’s grievance is consigned to the committee designated by the school/college to address student grievances herein referred to as the Student Grievance Committee;

Section 2. The Formal Process

- A. Student grievances, which are consigned to the Student Grievance Committee, must be specified in writing by the student and given to the Dean or his/her designee;
- B. The student’s written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee;
- C. The second party to the dispute is also requested to provide to the office of the Dean with his or her written account of the matter in dispute, which becomes a part of the case document that is forwarded to each member of the committee;
- D. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case as expeditiously as possible;

- E. After the date has been set, each party to the dispute is sent a certified letter, which informs him or her of the charges, and date of the meeting as well as a statement requesting his or her presence;
- F. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
- G. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved;
- H. The committee's decision is sent to the Dean of the Graduate School in the form of a recommendation;
- I. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it; and
- J. The procedures for resolution of grievance matters are subject to revision by the Board of Trustees.

Please note all appeals must be submitted to the Office of Graduate Studies in the Graduate School within 10 business day after the dated decision. It is the students' responsibility to check the official means of correspondence (i.e. bison.howard.edu). There will be no exceptions.

ARTICLE IX. FINANCIAL AID

The graduate assistantship is a nine-month appointment of a student enrolled full-time in a degree granting program in the Graduate School at Howard University. The appointment may carry remission of tuition and stipend, just remission of tuition, or just a stipend. The appointment requires performance by the student of specified duties for twelve to fifteen (12-15) hours each week, including preparation time. Graduate assistants may hold the title of teaching assistant or research assistant.

Section 1. Appointment Termination

The graduate assistantship appointment may be terminated on or before expiration of the specified time under the following conditions:

- A. Incompetence or neglect of duty as determined by the faculty supervisor;
- B. Misconduct that is job-related as determined by the faculty supervisor;
- C. Delinquency or misconduct in academic work as determined by the department and the Graduate School;
- E. Resignation;
- F. Ineligibility; and,

G. Other employment during the tenure of the graduate assistantship.

Section 2. Expectations for Graduate Students Who Receive Tuition Awards and/or Stipends (\$10K+) (Approved by the Provost and Chief Academic Officer AY 2019-20)

A graduate assistant (GA) is a graduate student who is given financial support, either with a tuition award and/or a stipend, for work in a teaching unit, academic unit, and research unit/lab. There are two types of GAs—teaching assistants and research assistants.

A **teaching assistant (TA)** is a graduate assistant whose work predominantly involves an instructional assignment. TA responsibilities vary greatly and may include but are not limited to the following:

- Teaching a course as the instructor of record;
- Teaching a small section of a course with a full-time faculty member as the instructor of record;
- Tutoring individual or small groups of students;
- Holding office hours and meeting with students for a course or series of courses;
- Assisting the instructor of record with the grading of course assignments, e.g. homework, exams, or written assignments;
- Administering tests, exams, or other course assignments for the instructor of record;
- Assisting the instructor of record with a large lecture class by teaching students in recitation, laboratory, Blackboard (or other course management software), or discussion sessions; and
- Helping software users in a computer laboratory.

A **research assistant (RA)** is a graduate student whose work predominantly involves assisting a tenure-track faculty member(s) with academic research related to a prospective publication. RAs are not independent researchers and are not directly responsible for the outcome of the research. They can, however, be secondary authors on publications. They are responsible to, and report to a faculty research supervisor or faculty principal investigator (PI).

RA responsibilities vary greatly and may include, but are not limited to the following:

- Conducting literature reviews or library research;

- Collecting, coding, cleaning or analyzing data;
- Preparing materials for submission to funding agencies and foundations;
- Preparing materials for IRB, IACUC, or IBC review;
- Coding computer programs to automate processes;
- Writing reports or designing conference presentations; Performing research under the guidance of faculty mentor; and
- Attending research meetings, seminars, webcasts, etc. as assigned.

All graduate assistantships should be beneficial to the graduate student and the academic/teaching unit or the faculty researcher. The unit or faculty member receives assistance from the supported graduate student, and the graduate student receives experience and mentorship in research or teaching, which is intended to facilitate professional development. In sum, as a general rule, graduate assistant duties should be limited to tasks that benefit both the academic unit and advance the professional development of the GA.

Tuition + Stipend Award for Academic Year

A graduate student who receives a tuition award (\$31,309) + stipend (\$20,000) for the academic year is expected to work 15-20 hours weekly (August 19 – December 13 for Fall 2019 and January 13 – May 8 for Spring 2020).

A graduate student in candidacy who receives a tuition award (\$5200) + stipend (\$20,000) for the academic year is expected to work 15 hours weekly (August 19 – December 13 for Fall 2019 and January 13 – May 8 for Spring 2020).

Tuition + Stipend Award for One Semester

A graduate student who receives a tuition award (\$15,645.50) + stipend (\$10,000) for one semester is expected to work 15-20 hours weekly (August 19 – December 13 for Fall 2019 or January 13 – May 8 for Spring 2020).

A graduate student in candidacy who receives a tuition award (\$2600) + stipend (\$10,000) for one semester is expected to work 15-20 hours weekly (August 19 – December 13 for Fall 2019 or January 13 – May 8 for Spring 2020).

Partial Tuition or Stipend Award for One Semester

A graduate student who receives a tuition only award of \$10K or greater is expected to work 10 hours weekly (August 19 – December 13 for Fall 2019 or January 13 – May 8 for Spring 2020).

A graduate student who receives a stipend only award of \$10K is expected to work 10 hours weekly (August 19 – December 13 for Fall 2019 or January 13 – May 8 for Spring 2020).

Graduate Students Funded by Grants

Graduate students funded by grants will follow the service requirements outlined by the grant's PI but should not exceed 15 hours weekly for full stipends and 10 hours weekly for partial stipends.

Named Fellowship Awards for Graduate Students

The following named fellowship awards do not require service from students.

- Hawthorne Dissertation Research Fellowship
- Edward Alexander Bouchet Doctoral Scholars Fellowship Program
- Ernest E. Just-Percy L. Julian Graduate Research Fellowship
- Sasakawa Fellowship

Note: In all instances, an evaluation of the assistantship or fellowship period must be completed by the graduate student and the faculty member.

ARTICLE X. GRADUATE PROFESSIONAL DEVELOPMENT

Professional development is an integral part of graduate education. In coordination with offices and centers across campus, the Graduate School helps graduate students develop the skills they need to succeed in both the academic and non-academic worlds. The University provides abundant opportunities for students to develop as teachers, scholars, speakers, and researchers.

Section 1. Development Plan

The Graduate School encourages students to develop an Individual Development Plan (IDP) to map out career goals and the steps of their professional development. Workshops are held to assist students with the development and appropriate use of IDPs. Many excellent templates are available to help graduate students identify resources and areas of development, assess progress; and systematically adjustments as goals to achieve milestones.

Students enrolled in:

- humanities and social sciences programs are encouraged to use “ImaginePhD,” which is a cost-free online career exploration and planning tool for PhD students and postdoctoral scholars. (Access: <https://www.imaginephd.com/>)
- biological and physical sciences (all STEM fields) programs are encouraged to use “myIDP,” which is a web-based career-planning tool, hosted by the AAAS. (Access:

<http://myidp.sciencecareers.org/>) any graduate discipline may also use one of the following:

- o APA's Resource for Individual Development Plans, which guides students through the necessary steps for taking charge of their professional and career development. (Access: <https://www.apa.org/education/grad/individual-development-plan>)
- o Federation of American Societies for Experimental Biology (FASEB), which is designed for postdoctoral scholars/trainees, but suitable for graduate students. (Access: <https://postdocs.usc.edu/scholars/career-development/idp/>)

Section 2. Graduate Student Success Series (GS3)

Professional development is an integral part of graduate education. In coordination with offices and centers across campus, the Graduate School helps graduate students develop the skills they need to succeed in both the academic and non-academic worlds. The University provides abundant opportunities for students to develop as teachers, scholars, speakers, and researchers.

Section 3. Graduate Student Success Series (GS3)

The Graduate School is a physical, administrative, and emotional hub for graduate students to work, study and build community across disciplines. The Office of Graduate Student Affairs convenes a robust schedule of retention programming, “The Graduate Student Success Series (GS3),” to support and nurture students by strengthening their academic and research skills, professional development, and well-being. These activities are posted on the website and are offered cost-free to graduate students. Registration is required to ensure adequate space.

Please contact Graduate.School.Student.Affairs@Howard.edu for additional information and support.

Article XI. Commencement

Section 1. Diplomas

Section 2. Name on Diploma

Section 3. Address Diploma is Sent To

Diplomas are mailed to the diploma address students provide to Howard University via BisonWeb. Students are encouraged to review and update their address regularly in BisonWeb. The diploma will not be sent to an address other than your diploma address without written authorization from the student.

Section 4. Translating the Diploma

To all to whom these letters come, greetings:

The President and Trustees of Howard University upon the recommendation of the faculties have conferred upon _____ the degree of _____ and have granted (him-her) all the rights and privileges pertaining thereto. In testimony thereof the President, the Secretary of the Board of Trustees, and the Dean by virtue of the authority invested in them have affixed their signatures hereto, together with the seal of the University on the _____ day of _____ in the year of _____ and in the _____ year of the University.

ARTICLE XII. Howard University Credit Hour Assignment Policy

www.provost.howard.edu/Policy/CreditHourPolicy.pdf

The Credit Hour Assignment Policy is intended to ensure that the number credits awarded per each transferable course reflects Howard University's academic rigor and contact hour requirement. University transfer credit hour values are based on the credit hour value assigned by the originating institution and the appropriate conversion is made to yield semester credit hours when deemed necessary. If the academic calendar of the originating institution is not following a semester system, the appropriate conversion of the assessed credit hours of course work will take place based on the calendar of the originating institution and the formula for converting to semester credit hours. (Quarter hours are multiplied by .667 to convert them to semester hours)

ARTICLE XIII. Academic Code of Student Conduct

(Revised 2010) Approved by the Board of Trustees, June 29, 2010

Howard University is a community of scholars composed of faculty and students both of whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty. To better assure the realization of this goal any student enrolled for study at the University may be disciplined for the academic infractions defined below.

Section 1. Definitions of Academic Infractions

1. Academic Cheating

Any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual(s), organization, document, or other aid not specifically and expressly authorized by the instructor or department involved. (Note: This infraction assumes that except for authorized group assignment or group take-home assignments, all course or program assignments shall be completed by an individual student only without any consultation or collaboration with any other individual, organization, or aid.)

2. Plagiarism

To take and pass off intentionally as one's own the ideas, writings, etc. of another without attribution (without acknowledging the author).

3. Copy Infringement

Copy infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

ARTICLE XIV. Administration of the Code

This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code. The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have a right to a limited hearing, as described herein, of the charges against him before a committee of faculty members, at least three in number, none of whom shall be the accuser or witness to the alleged infraction. The committee may be either a standing of the School or College, whose responsibilities are considered appropriate by the Dean to conduct a hearing under this code, or a committee appointed by the Dean for the special purpose of conducting only a particular hearing or all such hearings that may arise during an annual period. The hearing committee shall be chaired by a member designated by the Dean and the chairperson shall have the right to vote in cases of a tie vote.

Section 1. Procedure

- A. Any faculty member who has knowledge of an infraction of this Code shall assemble all supporting evidence and identify any additional witnesses to the infraction and make this information known to the Dean of the School or College in which the student is enrolled at least ten (10) business days after the date of the infraction.
- B. Upon being notified of an alleged infraction of this Code, the Dean shall, as soon as possible, consider the weight of the assembled evidence and, if the Dean considers the evidence sufficient to warrant further action the dean shall notify the alleged offender of the charge(s) against him/her together with a designation of a hearing time and place where the accused may respond to the charge(s). The hearing date shall be no later than ten (10) business days after notification to the accused of the charge(s) against him/her. The Dean shall similarly notify the hearing committee members of the time and place of the hearing together with identification of the accuser and accused.
- C. The “limited hearing” authorized by this Code is not an adversarial proceeding. Constitutional principles of “due process” are not applicable to these proceeding. The faculty member concerned shall present the case for the University. Both shall be allowed to present witnesses and evidence in support of their positions concerning the charge(s). However, no legal counsel for either side shall be allowed. The members of the hearing committee may question the accused and the accuser and examine all evidence presented. The standard of proof for the proceeding under this Code shall be the standard of “substantial evidence.” The proceedings may be tape recorded but will not be transcribed.
- D. After the hearing of the charge(s) against the accused, the hearing committee shall, in closed session, vote by secret ballot to sustain or reject the charge(s). If the charges are sustained, the committee shall transmit the results and recommendation of the hearing committee to the Dean five (5) business days after the hearing.
- E. Upon receipt of the results and recommendations of the hearing committee, the Dean may sustain the recommendation of the Committee concerning the penalty or may reduce or increase the severity of the penalty, and shall, within five (5) business days, notify the student of the Dean’s determination. The student may appeal directly to the Provost and Chief Academic Officer or Senior Vice President for Health Sciences (Health Science students) for reconsideration of any disciplinary penalty. The student shall have five (5) business days to make such appeal from date of receipt of notification.
- F. After hearing any appeal from a student, the Provost and Chief Academic Officer or Senior Vice President for Health Sciences shall make a decision that shall be communicated to the student within ten (10) business days. This decision shall be final.

Penalties

The minimum disciplinary penalty imposed upon a student found to have committed an infraction(s) of this Code shall be no credit for the course assignment or examination in which the

infraction(s) occurred; however, a more severe penalty, such as failure in the course involved or suspension from the University, may be imposed depending upon the nature and extent of the infraction(s).

Article XV. TITLE XI

As indicated on the Howard University Website (<https://www2.howard.edu/title-ix/home>), Howard University is committed to providing students with educational opportunities free from sexual harassment and discrimination based upon gender, gender expression, gender identity, sexual orientation, or marital status. The University strives to maintain an environment in which all members of the University Community are: (a) judged and rewarded solely on the basis of ability, experience, effort, and performance; and (b) provided conditions for educational and employment pursuits that are free from sexual and gender-based harassment and violence, other forms of interpersonal violence, stalking, and retaliation.

The Title IX Office exists to ensure the University adheres to that commitment.

This includes educating the University Community on the rights and protections that are provided by the law, and ensuring that those rights and protections are provided to all members of the University community who participate in the Title IX process. This also includes directing individuals who are impacted to the support and resources available.

Section 1. Howard University Title IX Policy Summary of Key Provisions

Howard University is committed to creating a learning and working environment free from harassment and discrimination based on sex, gender, gender expression, gender identity, sexual orientation, or marital status; sexual violence; dating violence, domestic violence; stalking; and retaliation. The full Title IX Policy is available at: <http://www.howard.edu/secretary/documents/Howard-University-Interim-Policy-20171113.pdf>.

Section 2. Where and to Whom Does the Title IX Policy Apply?

This policy applies to all students, faculty, staff, contractors and vendors doing business with the University; visitors, alumni, and non-members of the University community present on campus or participating in University-sponsored/related events or programs; to conduct occurring on University property or in the context of a University-related/sponsored program regardless of location (including travel, research, and internship programs); to conduct occurring through the use of University-owned/provided technology resources; or when the conduct has a sufficient connection to the University.

A. Prohibited Conduct

The following forms of conduct, including attempting to engage in such conduct, are prohibited: Sexual Assault, Sexual Harassment, Gender-Based Discrimination or Harassment, Sexual Exploitation, Dating and Domestic Violence, Stalking, Retaliation, and Complicity (any act that knowingly aids, facilitates, or encourages prohibited conduct by another person).

B. Prohibition on Consensual Relationships Between Students and Faculty/Staff

Sexual or romantic relationships between students and faculty, staff, or any other University employee are strictly prohibited. Student-employees also may not engage in consensual relationships with students over whom they have any form of supervisory responsibility, including students residing in the housing unit supervised/managed by the student employee, or students enrolled in a class taught by the student-employee.

C. Consent

Consent is a voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon sexual acts. Consent can be withdrawn at any time. Consent cannot be obtained through physical force, threat of force, or coercion, and cannot be given by someone who is incapacitated.

D. Incapacitation

Incapacitation is the temporary or permanent inability to give consent because an individual is mentally and/or physically helpless (voluntarily or involuntarily), unconscious, asleep, unaware that sexual activity is occurring, or unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

E. Amnesty Provision

In order to encourage and remove barriers to reporting, anyone reporting sexual misconduct, as either a complainant or witness, will not be subject to discipline by the University for their own personal consumption of alcohol or drugs at the time of the incident, provided that their consumption did not endanger the health, safety or well-being of any other person.

F. Responsible Employees

With the exception of Confidential Employees, all Howard University and Howard University Hospital employees, graduate students, and contractors are considered Responsible Employees and are required to report any information regarding a known or suspected policy violation to the Title IX Office, no matter how they learn of it.

G. Confidential Employees

Confidential Employees include licensed medical, clinical, or mental health professionals; clergy; and employees providing administrative/operational or related support to these employees. Confidential Employees will not report disclosures of prohibited conduct received while acting in their professional roles/providing services without permission. Campus confidential resources include the Interpersonal Violence Prevention Program (phone: 202-836-1401), University Counseling Services (phone: 202-806-7540), Student Health Center (phone: 202-806-7540), Howard University Hospital (phone: 202-865-1131), Employee Assistance Program (visit hr.howard.edu or contact Employee Relations at 202-806-1280), and the Chapel (phone: 202-806-7280). Additionally, DC Sexual Assault Nurse Examiners are based at MedStar Washington Hospital Center (phone: 202-877-7000) and can also travel to other DC hospitals to provide a medical forensic exam (SANE exam/"rape kit") following a sexual assault. Consulting a Confidential Employee does not constitute a Title IX report to the University but will enable a student or employee to access support services on campus.

H. Reporting Options

The University encourages all individuals to report prohibited conduct or a potential policy violation to the Title IX Office Leslie Annexstein, Title IX Director (phone: 202-806-2550, email: TitleIX@howard.edu, walk-in hours: Tues & Wed, 10:30 am - 2:00 pm, Johnson Admin. Building, Suite G06), Department of Public Safety (phone: 202-806-1100), and/or local law enforcement (911). The Title IX Office responds to reports of prohibited conduct with measures designed to (1) eliminate the conduct, (2) remedy any adverse effects of the conduct, and (3) prevent its recurrence. Available responses include interim remedial/protective measures, academic/residential accommodations, no contact orders, investigation, alternative resolution, and referrals to confidential services, DPS, or other relevant offices for resolution, as appropriate.