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RULES AND REGULATIONS FOR THE PURSUIT OF ACADEMIC DEGREES

Approved by The Board of Trustees Effective October 1, 1979

HOWARD UNIVERSITY * WASHINGTON, D.C. 20059 (202)636-6800

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Section 1. Admission to the Graduate School

Any graduate with a superior academic record, an undergraduate baccalaureate degree from a regionally approved institution, or any foreign student with equivalent qualifications is eligible to apply for admission to Graduate School.

Graduate work is under the jurisdiction of the various departments. A student is expected to have adequate undergraduate training in the field in which that student plans to do graduate work. If a student's training is inadequate, that student 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.

Applications for admission can be obtained from the Office of Admissions, Howard University, Washington, D.C. 20059. No application will be considered complete until official transcripts and three letters of recommendation are received by the Office of Admissions. Individual departments and schools may require additional submissions from the applicant.

Section 2. Admission to a Department

The department in which the student plans to study shall determine whether or not the student is qualified to be admitted for graduate study in that particular department. Upon receipt of the completed application, the Office of Admissions shall determine if the student meets the general Graduate School admission requirements as provided to that office by the Graduate School. The Office of Admissions shall notify the department and shall request that the department evaluate the student's credentials. The department shall communicate its decision to the Office of Admissions.

Section 3. Departmental Admissions Committee

Each department shall have a committee which functions as the Departmental Admissions Committee. This committee shall scrutinize the credentials of applicants and make recommendations concerning admission to graduate programs in the department. The chairman of the Departmental Admissions Committee shall represent the department on the Admissions Committee of the Graduate School.

Section 4. Committee on Graduate Studies

Each department shall have a Committee on Graduate Studies consisting of graduate faculty members. The Committee chairperson shall be appointed by the

departmental chairperson on a year-to-year basis concurrent with the duration of the committee chairpersons appointment as a member of the graduate faculty.

Section 5. Categories of Admission

A. Degree Student - Regular. Students who fully meet the stated requirements for a graduate program in the Graduate School will be accepted as regular degree students.

Any graduate with a superior academic record and an undergraduate baccalaureate degree from a regionally approved institution, or any foreign student with equivalent qualifications is eligible to apply for admission to the Graduate School. Students are admitted by departmental action.

B. Degree Student - Provisional. An applicant who has deficiencies in preparation or scholarship and who on other grounds is judged by the department as capable of completing a graduate program may be accepted on a provisional basis. The student in this category will take a maximum of nine credit hours per semester and will be allowed a maximum of one year to qualify as a regular degree student. A student who fails to achieve regular degree status after one year will not be allowed to continue in a graduate degree program at Howard University and will be dismissed from the university.

C. Non-Degree Student. A non-degree 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 nondegree student, upon approval and recommendation of the department, may qualify for another category of admission in the Graduate

School of Arts and Sciences. Departments, based upon their resources, will determine the number of non-degree students they can accept.

Students may transfer to a degree program no more than six (6) credits earned as a non-degree student.

Section 6. Academic Advisement

Each department shall provide faculty advisement for students in the Graduate School. In granting admission, departments will notify each student of the assigned advisor who will assist in guiding the initial registration of the student.

A Permanent Graduate Advisor should be assigned by the department chairman prior to the scheduling of any courses which are unique individual requirements in

the student's program. The permanent advisor is responsible for the proper guidance and scheduling of the student's work. The name of each student's permanent advisor must be reported to the Office of Student Relations of the Graduate School as soon as possible after one is assigned.

Section 7. Readmission to the Graduate School

The student who has been dismissed for academic reasons, exclusive of a second failure of (a) the comprehensive examination or (b) the oral defense of the thesis or the dissertation, must first submit a university application to the Office of Admissions. Second, the student must submit a written request for readmission to the Dean of the Graduate School. Third, the student must receive approval for readmission from the Dean of the Graduate School and from the department in which the student was a degree candidate. The reinstatement of a student may be subject also to his/her fulfillment of special conditions. Notification of those special conditions will be given to the student by the Dean of the Graduate School. A period of at least one semester must elapse between the student's dismissal and his/her readmittance.

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. When dropped for either of these reasons, the student will not be readmitted to the Graduate School.

Section 8. Pursuit of Advanced Degrees by Graduate Faculty Members

Individuals who hold special appointments as Graduate Faculty members at Howard University shall not be permitted to pursue nor to receive a higher degree from the Graduate School. Faculty members may enroll in courses for credits, but such work will not be applied to the pursuit of a M.A., M.S., or Ph.D. degree at this University.

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The Office of the Registrar will forward all necessary information to admitted students in sufficient time for them to prepare for the registration process. At the time of registration, the student will be given by his/her advisor the requirements of his or her program and a copy of the rules and regulations of the Graduate School.

All students must register for classes during the registration period announced in the University Calendar. Only under special and exceptional circumstances will a student be permitted to register after the official registration period has ended. Students who fail to register for any reason will not be permitted to attend classes, and their names will not appear on Official Class Lists or grade sheets.

No student is allowed to register for classes who has not returned his/her completed enrollment forms. New students and old students returning must also submit medical forms to the University Health Service. Failure to submit the forms by the requested date may result in the students' having to register in person during the period officially designated for late registration fee. The registration process is not officially completed until fees are paid and the student's program has been left with the Registrar.

Effective August 1, 1978, all new students entering the Graduate School shall be required to take the Aptitude Test of the Graduate Record Examination during the first semester of the student's attendance at Howard University.

The Examination shall be made available without cost to the student by the Graduate School for the purpose of obtaining objective data relative to the academic abilities of entering graduate students at Howard University over the three-year period 1978-79, 1979-80, 1980-81.

Section 1. Permanent Record

The permanent (official) record is maintained in the Office of the Registrar and contains all the important facts Pertaining to the student's academic level, courses taken, scholarship and degrees.

All grades earned and recorded on the permanent record must remain and be computed in the student's average even if a course has been repeated.

Copies of the permanent record are referred to as "transcript of records."

Section 2. Approval for New or Additional Courses

Students may not receive graduate degree credit for courses which are not duly authorized for this purpose. The Graduate School should be routinely informed of new courses offered in the development of the program prior to their implementation. Such courses must be reviewed by the Curriculum Committee of

the Graduate School.

Additions to or deletions from the existing curriculum must be submitted to the Dean of the Graduate School for approval at least three months prior to the implementation.

Section 3. Student Load

Although nine (9) hours is considered as a full-time schedule, a load of twelve (12) semester hours is normal for graduate students. The maximum load for a graduate student is fifteen (15) semester hours. Programs in excess of twelve (12) hours require departmental and Graduate Studies Committee approval. Work for which there is no credit allowance is not included as part of the normal student load.

Permission to carry a semester load in excess of fifteen (15) hours requires a written request by the student and approval of the head of the department and the Dean of the Graduate School. When violations of this regulation are detected, the student will be required to drop registered hours in excess of the maximum allowed.

Section 4. Graduate Study and University Employees

Regular full-time members of the faculty or staff of Howard University are entitled to remission of tuition for two (2) courses per semester, not to exceed 8 credit hours offered in the School of Education, the School of Business, the School of Communications, the College of Liberal Arts, the School of Engineering, the School of Architecture and Planning, the College of Pharmacy and Pharmacal Sciences, the College of Fine Arts (excluding Voice and Instrument), the School of Human Ecology, the School of Nursing, the College of Allied Health Sciences, the Graduate School, and the University Without Walls.

Regular employees (who serve the University, including the University Hospital), in a budgeted position, on a half-time basis are entitled to remission of tuition for one (1) course per semester not to exceed 4 credit hours, in the instructional divisions cited above.

Section 5. Graduate Student Service Appointments

Graduate students holding service appointments, such as assistantships, earn residence credit on the same basis as other graduate students. Depending upon their service obligation, however, the registrations will be limited to a maximum of nine (9) or a minimum of three (3) hours.

Section 6. Graduation and Temporary Interruption of Student's Program

Students whose work is interrupted by failure or absence from residence should not expect to be graduated under the regulations in effect at the time of their

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Grades earned in graduate program at Howard University are based on the following system:

A = four points per credit hour

B = three points per credit hour

C = two points per credit hour

D = one point per credit hour

F = zero points per credit hour

Section 1. D and F Grades

No degree credit is earned by a graduate student for D and F grades received in graduate level courses. Such courses must be repeated for a passing grade if they are to be counted as credit toward a graduate degree. However, grades of D and F are a permanent part of the record and are used in the calculation of the grade point average.

Section 2. Auditors

A student is permitted to audit a course, but he must pay the regular tuition and other fees as required for credit. An auditor does not participate in class discussion, does not take examinations, and does not receive credit.

Section 3. Undergraduate courses Taken by Graduate Students

Grades earned in undergraduate courses taken by a graduate student are calculated in the grade point average, but such courses are not applicable to meeting requirements for a graduate degree. An exception is made for advanced undergraduate courses specifically approved for either graduate or undergraduate credit, providing the student gives written notice to the instructor when classes begin that graduate credit is desired. Courses of this type shall usually have a

special number which indicates departmental approval for this purpose. A maximum of nine hours of such courses may be counted toward a graduate degree with the approval of the department in which the degree is sought.

Section 4. Graduate Courses Taken by Undergraduate Students

An undergraduate student who is a candidate for graduation from one of the several schools and colleges of Howard University, and who has less than 15 credits to complete for graduation may be allowed to take graduate courses in the amount of the difference between 15 credits and the number of credits required to graduate. However, the student must first obtain from the dean of his/her school verification of his cumulative average, courses and credits needed for graduation, and certification that the graduate courses pursued will not be used toward completion of requirements for his undergraduate degree. The student must then receive approval of the Dean of the Graduate School prior to enrollment in the courses concerned. If permission is granted, such time spent in graduate courses may be counted toward the minimum residence requirement for a degree.

Section 5. Change of Grade

A grade assigned for work in a course is not subject to change. Exceptions may be considered in case of a specific error which may be corrected upon petition by the teacher of the course, to be submitted in writing for the approval of the Dean of the Graduate School, not later than one month after the beginning of the succeeding semester in which the student is in residence.

Section 6. Incomplete Grades

All incomplete grades, except those for thesis and research courses, carry an alternate grade indication. The grade "I" with alternate indicates that the work, otherwise satisfactory, was incomplete at the time of making the grade report, but it can be completed by the student by the end of the last day of the next semester in which the student is enrolled. This grade may be given to those students who, upon petitioning the instructor, have provided acceptable justification for some portion of the course requirement being incomplete at the time when final grade reports are due. Normally, this will involve the submission of such things as term papers, exams, and notebooks, but may also include completion of contracted periods of service which may not correspond to the grading period. At the time the alternate grade is given, the teacher shall indicate in the space provided on the grade sheet the reason for giving the grade of "I" alternate. The alternate grade shall indicate the mark which will stand if the incomplete grade is not removed.

If in very exceptional circumstances the teacher cannot submit an alternate grade

for a student, the Dean of Graduate School may allow an "I" to be submitted with an explanation on the grade sheet.

The grade of "W" is given students who withdraw from a course after the first five days of the term.

Section 7. Transfer of Credit to Graduate Degrees

The term "transfer of credit for M.A., M.S., and Ph.D. degrees" refers to granting credit toward the total number of semester hours required for the degree from graduate hours earned in other graduate programs. This applies to graduate work done at Howard University and other accredited colleges and universities. In all instances where transfer of credit is granted, it must be the considered judgment of the department that the work is relevant and meets the same objectives as a comparable course in its program. Even though a course requested for transfer may be suitable and meets the above criteria, a department may still reserve the right to require that its own course(s) be taken.

Departments are permitted to accept a limited number of graduate hours for transfer to satisfy the requirements for master's and doctoral degrees with the approval of the Dean of the Graduate School. Such transfer may not be used to satisfy the resident requirement.

All transfers of credit from another institution require the recommendation of the department and the approval of the Executive Committee of the Graduate School. A grade of C may not be transferred for credit toward a graduate degree at Howard University.

For the specifics concerning the number of hours allowed for transfer to master's and doctoral degrees, consult the appropriate section under General Requirements for the degree in question.

ARTICLE IV. ENGLISH COMPETENCY AND EXPOSITORY WRITING REQUIREMENT

All graduate students must demonstrate their competency in the English language as evidence by a passing score on the English Proficiency Examination or the successful completion of the Expository Writing Course. This regulation, effective as of the academic year 1975-76. is a prerequisite for admission to candidacy in the

Graduate School for students entering after August 1, 1977.

Enrollment in a program of study for the development of essential writing skills is required for students found to be deficient in writing skills, as revealed through their inability to satisfy the above requirement. A non-credit, required course, "Writing Workshop in Exposition for Graduate Students," is offered for students identified as needing such services in accordance with the above.

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Section 1. Residence and Course Requirements

The completion of minimum course requirements or credits does not guarantee receipt of the degree.

- A. Minimum Requirements.** The minimum number of credits required for the master's degree is 30; however, some departments may require credits in excess of this amount. In such instances, the number of credits is the amount specified by the department concerned.

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

Twenty-four credits in course work, at least 12 of which must be earned in the

major subject. The remaining credits may be earned in the major subject, or in any other subject or subjects approved by the major department.

At least 15 credits (exclusive of thesis courses) must be earned in courses numbered 200 or above.

No more than six credits may be accumulated in courses yielding thesis credit.

Various factors may make it necessary for the candidate to take more than the minimum number of credits before he or she satisfactorily completes the requirements for the degree.

A student must be physically in residence in the Graduate School for at least two semesters in order to be recommended for a degree.

B. Residency and Transfer of Credit. Residency in graduate programs (M.A., M.S.) at Howard University cannot be transferred. Thus, although a certain number of credits may be transferred from other accredited graduate institutions, such hours may not be used to meet the residency requirement. The number of credits allowed for transfer is discussed under the section on "Transfer of Credit to the Master's Degree."

C. Course Viability, Any course that was pursued more than five (5) years prior to the term in which the student presents himself or herself for the final examination will not be credited toward fulfillment of the requirements of the degree.

However, credit for such course may be restored and counted toward the fulfillment of requirements for the degree provided (1) the chairperson submits to the Dean a written petition/recommendation and (2) the student has passed:

(1) a comprehensive examination in the field in which the course falls, or

(2) a written examination especially administered for the purpose of restoration of credits in the course concerned.

Under no circumstances, however, may a student receive credit toward the degree for a course which the student pursued more than seven (7) years prior to the time the student presents himself or herself for the final examination.

D. 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. Those who have not completed the degree within that time will be automatically dropped. Students dropped in this manner may petition for readmission and may be readmitted upon recommendation of the departmental Graduate Faculty and approval by the Executive Committee of the Graduate School.

E. Enrollment in Thesis Courses. As long as a student is using the University facilities, or is conferring in person with his thesis advisor, he must continue to enroll in a thesis course. Such a student shall register as an auditor if he has already accumulated the maximum number of hours permitted for the thesis courses.

F. Assignment of Grades for Thesis Courses. Thesis courses shall assigned a grade of Incomplete. These incompletes are removed after the final oral examination on the thesis.

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

Section 2. Grades and Academic Status

A cumulative average of 3.00 (B) is required for graduation. A department shall recommend courses in which the grades of "B" or better will be required. A student will be dropped when he or she receives more than nine (9) hours of "C" or a "C" grade in more than two (2) courses where at least one of the courses is for four (4) or more credits and where the total credit hours of "C" is greater than nine (9) hours. A student who falls below the 3.00 average shall be warned and informed 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 dropped from the Graduate School.

The Graduate Faculty of the department can recommend the dismissal of a student who demonstrates an inability to perform satisfactorily at the graduate level.

Section 3. Program of Study

The Graduate Faculty of the department in which the student is majoring shall stipulate the program and specify the departmental requirements for each of its candidates. Such departmental programs must have the approval of the Executive Committee of the Graduate School.

Section 4. Transfer of Credit to the Master's Degree

All courses required for the master's degree shall be taken at Howard University, except that a department may recommend to the Executive Committee of the Graduate School course work taken in another graduate school and request that it be approved up to a maximum of six credits. No correspondence courses may be accepted for graduate credit.

Credit will be given only for courses pursued within five years of the term in which the student presents himself for the final examination for the degree. An exception to this regulation may be granted upon the written recommendation of the head of

the department concerned, based upon special examination of the candidate, and the approval of the Executive Committee of the Graduate School.

Section 5. Foreign Language Requirement

The foreign language requirement for the degree of Master of Arts or Master of Science shall be determined by the department.

The following departments require students to fulfill the requirement of reading proficiency in a foreign language: African Studies and Research, Art, Biochemistry, Botany, Economics, English, German, History, Human Ecology (International Studies only), Mathematics, Philosophy, Physics, Romance Languages, Sociology and Anthropology.

In some departments reading proficiency in a foreign language is optional. In these departments the requirement of competency in the tools of research may be met by such means as foreign language, computer competence, research methods, statistics, or some other approved alternative. Such policies shall be explicit, and the Office of the Dean shall be informed of the action of the particular department with regard to the foreign language requirement.

Candidates who are required to demonstrate a reading ability in French, German, Russian, or Spanish have the option of the Graduate School Foreign Language Tests administered by the Educational Testing Service (ETS) or the departmental examination prepared by the foreign language departments at Howard University. Department examinations shall be administered and evaluated by the language departments of the University based on materials submitted by the department concerned.

Section 6. Admission to Candidacy for the Master's Degree

Admission to graduate work is not tantamount to admission to candidacy. Before a student can be admitted to candidacy for the master's degree he/she must have:

Secured an admission to candidacy form from the Office of the Dean for completion by a departmental representative. The student must submit a list of graduate courses completed, being taken, and yet to be pursued in the field.

Completed 12 credits in graduate courses.

Passed the qualifying examination administered by the department concerned (where applicable).

Satisfactorily demonstrated expository writing proficiency to the Office of

Educational Affairs.

Passed the foreign language examination or fulfilled the approved substitute (where applicable).

Chosen a suitable problem for a thesis subject, or indicated the optional requirement.

Received the recommendation of his/her major department.

Secured the approval of the Executive Committee of the Graduate School.

Students are admitted to candidacy by vote of the Graduate Faculty. 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. No exception to this rule will be made.

Candidacy for the master's degree shall be valid for no more than three calendar years. Any student whose candidacy has expired may make application to the Executive Committee of the Graduate School for readmission. The department in which the student is seeking the degree shall determine the conditions under which he, or 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. Students should consult the Dean of the Graduate School if in doubt as to any of the requirements. Students should note carefully the specific requirements of their departments relative to admission to candidacy and regard them as additional to these general requirements.

Section 7. Thesis

Most master's programs require the submission of a thesis in partial fulfillment of requirements for the degree. A candidate who is required to submit a thesis shall be assigned to a Graduate Professor in his department, who shall act as his advisor in the preparation of the thesis and the selection of his graduate courses. Students are advised to consult their departments concerning thesis requirements and options.

The subject of the thesis shall be determined as early in the program as possible, preferably before the end of the first term of residence.

The thesis shall be typewritten double-spaced upon 20-pound bond paper, 8 1/2 by 11 inches, with margins 1 1/2 inches top, bottom, left, and 1 1/4 inches on the right. Two copies, the original and first carbon copy (or reproduced copy) on 20-pound bond paper, shall be deposited with the department concerned not later than three

weeks before the date of the final examination for the degree. A manual for the preparation of the thesis is available in the Office of the Graduate School. The title page should conform to the sample style sheet shown on page 15.

Section 8. Final Examination for the Master's Degree

A candidate for the master's degree is required to take a final examination which is the final test of his/her fitness for the degree. This examination is administered by the Graduate Faculty of the department in which the student is enrolled. The examination may consist of a comprehensive test in the courses taken by the student in fulfillment of the work required for the degree, or it may be a test of the student's grasp of the technique of research in his/her field as evidenced by an oral examination on the thesis or a combination of these.

Any candidate who fails the examination for the first time will be allowed to sit for a second examination, provided that the second examination does not come earlier than two (2) months from the date of the previous examination, and provided that the application for the second examination bears the approval of the department in which the student is specializing. Failure on the second examination is final. A student dropped for this reason will not be readmitted to the Graduate School. More detailed procedures outlining the process involved in administering the final oral examination for the master's thesis and its submission are disseminated by the Office of the Dean of the Graduate School.

Section 9. A Sample Title Page for a Master's Thesis

HOWARD UNIVERSITY
(Title of Thesis)

A Thesis Submitted to the
Faculty of the Graduate School
of Arts and Sciences

Of

HOWARD UNIVERSITY

in partial fulfillment of
the requirements for the
degree of

MASTER OF

by
(Name of Candidate)

Washington, D.C.
(current date)

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The degree of Doctor of Philosophy will be awarded upon the student's demonstration of a broad understanding of certain fields of knowledge, ability to conduct independent research, and ability to organize research into an acceptable dissertation that will represent a contribution to a field of study.

Section 1. Residence and Course Requirements:

The Completion of minimum course requirements or credits does not guarantee receipt of the degree.

A. Minimum Requirement. The minimum residence and course requirements for the degree are as follows:

The completion of a course of study beyond the bachelor's degree shall cover a minimum of six semesters of full-time residence and graduate study in courses (at least 9 credits per semester) yielding 72 graduate credits (inclusive of dissertation) or the equivalent in such courses if extended over a longer period.

At least four semesters of residence and full-time study (at least 9 credits per semester) or the equivalent, shall be in the Graduate School, Howard University. Two of these four semesters of residence and full-time study, or the equivalent, shall be consecutive.

A minimum of 12 credits of work toward the degree shall be pursued after admission to candidacy.

B. Residency and Transfer of Credits: Residency in graduate programs (Ph.D.) at Howard University cannot be transferred. Thus, although a certain number of hours may be transferred from other accredited graduate institutions, such hours may not be used to meet the residence requirements. The number of hours allowed for transfer is discussed under the section on "Transfer of Credit to the Ph.D."

C. Course Viability, Any course that was pursued more than seven (7) years prior to the term in which the student presents himself or herself for the final oral examination will not be credited toward fulfillment of the requirements for the degree.

However, credit for such course may be restored and counted toward the fulfillment of the requirements for the degree provided (1) the chairperson submits to the Dean a written petition/recommendation and (2) the student has passed:

- (1) a comprehensive examination in the field in which the course falls, or
- (2) a written examination especially administered for the purpose of restoration of credits in the course concerned.

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 student's final examination.

D. Length of Time for Completion of the Ph.D. Degree. Students are expected to complete a doctoral degree within a maximum of seven calendar years from the date of initial registration in the program. Those who have not completed the degree within that time will be automatically dropped from the program. Students dropped in this manner may petition for readmission for a specified period upon

recommendation of the departmental Graduate Faculty and approval of the Executive Committee of the Graduate School.

E. Enrollment in Dissertation Courses. As long as a student is using the University facilities, or is conferring in person with his dissertation advisor, he must continue to enroll in a dissertation course. Such a student shall register as an auditor if he has already accumulated the maximum number of hours permitted for the dissertation courses. A Ph.D. student is not permitted to register for dissertation courses until after admission to candidacy.

F. Assignment of Grades for Dissertation Courses. Dissertation courses shall be assigned a grade of Incomplete. These incompletes are removed after the final oral exam on the dissertation.

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

Section 2 Grades and Academic Status:

A student with no previous graduate work is subject to the academic requirements of the master's program until he, or she, has earned the first 30 credits. A cumulative average of 3.00 (B) is required for graduation. A department shall recommend courses in which the grades of "B" or better will be required.

A student will be permitted only two "C" grades. After the student receives a third "C" grade, he will be dropped. "C" grades earned at the master's level at Howard University or elsewhere are not to be included in this count; only "C" grades received in a Ph.D. program at Howard are counted.

The Graduate Faculty of the department can recommend the dismissal of a student who demonstrates an inability to perform satisfactorily at the graduate level.

Section 3. Program of Study:

The Graduate Faculty of the department in which the student does his, or her, major work will stipulate the program and specify the departmental requirements for each of its candidates, with the approval of the Executive Committee of the Graduate School.

Section 4. Transfer of Credit to the Ph.D. Degree

A. Transfer of Credit for Holders of the Bachelor's Degree Only. The maximum number of hours allowed for transfer cannot exceed 25 percent of the total number of hours required beyond the bachelor's degree for the Ph.D. A total of 54 hours must

be earned at Howard University if the student does not have a master's degree. The minimum number of course hours required for the Ph.D. (inclusive of dissertation credit) is 72. Exceptions may be granted only by the Graduate Faculty through the Executive Committee of the Graduate School.

Therefore, in graduate programs requiring a minimum of 72 semester hours beyond the bachelor's degree, students who hold only the bachelor's degree are permitted to transfer 18 semester hours (25% of 72 semester hours) of graduate work upon the recommendation of the department and with the approval of the Graduate school.

B. Transfer of Credit for Holders of the Master's Degree. If a student already has a master's degree from a recognized accredited institution, the residence requirement is four semesters.

This makes a minimum of 36 hours which must be earned at Howard University. He, or she, may transfer up to 24 hours from the master's degree to the Ph.D. program. (The 25-percent transfer rule is applicable for master's degree holders where the number of hours required in a Ph.D. program may be far in excess of the minimum of 72. Thus, in such cases, the number of semester hours allowed for transfer is either 24 hours, or 25 percent of the total required in the program; whichever is the larger.)

Section 5. Foreign Language Requirement:

The foreign language requirement for the degree of Doctor of Philosophy shall be determined by the department.

The following departments require students to fulfill the requirement of reading proficiency in a foreign language: African Studies and Research, Biochemistry, Economics, English, History, Mathematics, Physics, Romance Languages, and Sociology and Anthropology.

In some departments reading proficiency in a foreign language is optional. In these departments the requirement of competency in the tools of research may be met by such means as foreign language, computer competence, research methods, statistics, or some other approved alternative. Such policies shall be explicit, and the Office of the Dean shall be informed of the action of the particular department with regard to

the foreign language requirement.

Candidates who are required to demonstrate a reading ability in French, German, Russian, or Spanish have the option of the Graduate School Foreign Language Tests administered by the Educational Testing Service (ETS) or the departmental examination prepared by the foreign language departments at Howard University. Department examinations shall be administered and evaluated by the language departments of the University based on materials submitted by the department concerned.

Section 6. Admission to Candidacy for the Ph.D. Degree

Admission to graduate work is not tantamount to admission to candidacy. Before a student can be admitted to candidacy for the Ph.D. degree, he/she must have:

Secured an admission to candidacy form from the Office of the Dean for completion by departmental representative.

The student must submit a list of graduate courses completed, being taken, and yet to be pursued in the field of his/her graduate study.

Completed the number of credits in graduate courses specified by the department.

Passed the qualifying examination administered by the department concerned.

Satisfactorily demonstrated expository writing proficiency to the Office of Educational Affairs.

Passed the foreign language examination or fulfilled the approved substitute (where applicable).

Submitted an approved topic and proposal for dissertation research.

Received the recommendation of his/her major department.

Secured the approval of the Executive Committee of the Graduate School.

A student is admitted to candidacy for the doctoral degree by vote of the Graduate Faculty. The candidate for admission shall make formal application to the head of his major department and the Dean of the Graduate School, who shall present the student's record to the Faculty of the Graduate School. A student must be admitted to candidacy no later than the semester before he/she expects his degree.

In order to be admitted to candidacy for the Ph.D. degree, a student must have received approval of a topic for dissertation research and a copy of the proposal

with the signature of the advisor and the committee members. The proposal must be submitted along with the candidacy form.

Upon the student's admission to candidacy, the major department shall appoint a committee of at least three members of the Graduate Faculty to supervise the studies upon which his dissertation will be based, and the department shall inform the Dean of the Graduate School of the personnel of the committee.

Candidacy for the Ph.D. degree shall be valid for no more than five calendar years. Any student whose candidacy has expired may make application to the Executive Committee of the Graduate School for readmission. The department in which the student is seeking the degree shall determine the conditions under which he, or

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. Students should consult with the Dean of the Graduate School if in doubt as to any of the requirements. Students should note carefully the specific requirements of their departments relative to admission to candidacy and regard them as additional to these general requirements.

Regulations pertaining or related to admission to candidacy should be interpreted as applicable to the date of actual approval by the Executive Committee of the Graduate School. However, deadline dates established by the Graduate School for submitting applications must be honored and no exceptions will be made.

Section 7. Ph.D Qualifying Examinations

The student will be required to pass a comprehensive examination administered and supervised by the department in which he is seeking his degree. This examination will be given only once each semester. A student may take the examination while earning his first 48 credits towards the Ph.D. degree, or as required by the department concerned. Any student who fails the examination for a second time will not be allowed to continue work for the Ph.D. degree.

Qualifying examinations are: (1) a screening examination which covers the early portion of the student's program and establishes that the student is of doctoral quality and capable of doing research at this level, (2) a preliminary comprehensive examination which covers all or the major portion of the student's program. Departments may require both a screening examination and a preliminary comprehensive examination or a preliminary comprehensive examination only. This examination is referred to as preliminary in the sense that it precedes the final oral defense of the dissertation. In practice, it is the final comprehensive examination covering all course work.

In instances where a department requires a screening examination, it is expected

that the results of such an examination will be reported in the Application for Admission to Candidacy and influence the department's decision to permit the continued pursuit of the degree. The screening examination may be written or oral. Such an examination must be administered as soon as possible during or after completion of two semesters in residence. If a screening

examination is used, it is expected that a possible dissertation topic would be considered about the same time and pending approval of the doctoral committee the student would be eligible to continue in the doctoral program. A screening examination is not a substitute for, but rather, is in addition to a comprehensive examination which it precedes.

In instances where a screening examination is not required, the preliminary comprehensive examination covering the course of study will be entered as the only examination. The preliminary comprehensive examination should be administered preferably after a candidate has completed at least 80 percent of course work for the degree. This examination does not include credit for the dissertation and must be a written examination which may or may not be supplemented by an oral portion.

Departments which do not require a screening examination have the responsibility of informing students at the end of their first year of study as to their strengths and weaknesses and the likelihood of their successful completion of the requirements for the doctorate.

In departments which require both a screening examination and a preliminary comprehensive examination, admission to candidacy will be predicated on the preliminary comprehensive examination.

Section 8 Submission of Dissertation Topic

As a condition for admission to candidacy the student must present an approved proposal for his doctoral dissertation research as authorized by his advisor and members of the dissertation committee. This should include an outline of the proposed research including the nature, scope and significance of the problem, and methodology with a tentative title. A copy of the plan must be submitted to the Graduate School. Individual departments may set earlier deadlines for the submission of this document.

Section 9. Dissertation

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

research will make a contribution to knowledge.

The dissertation shall be deposited with the department concerned no later than three weeks before the date of the final examination for the degree. The candidate shall prepare three typewritten copies of the dissertation, original and first and second carbons (or duplicated copies), and four copies of an abstract of the dissertation, approximately 600 words in length. Each copy shall be presented on 20-pound bond paper, 8 1/2 by 11 inches with margins of 1 1/2 inches top, bottom, and left and 1 1/4 inches on the right, and shall be deposited by the candidate with the department for transmission to the Dean of the Graduate School. Additional copies of the dissertation and abstract may be required by individual departments. A manual for the preparation of the dissertation is available in the Office of the Graduate School. A sample of the title page for the dissertation is shown on page 25.

The dissertation shall be examined critically by a committee of at least three readers appointed by the Dean of the Graduate School on recommendation of the major department. Acceptance of the dissertation will be contingent upon the recommendation of the department concerned, and the approval of the Executive Committee of the Graduate School.

Section 10. 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 examination committee shall consist of a minimum of five members, at least one of whom shall be from outside the University. All committee members internal to the University must be members of the Graduate Faculty and the external member(s) must also be of comparable stature. Members of the examination committee shall be appointed by the Dean of the Graduate School upon recommendation of the department.

Procedure for administering the final oral examination shall be as follows:

- 1. The department shall communicate to the Dean that it wishes to conduct a final oral examination.**
- 2. The department shall submit to the Dean a list of recommended examiners.**
- 3. The Dean 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 Deans of the Graduate School shall be members ex-**

officio of all examination committees.

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 the candidate. Final approval of the dissertation in all aspects is the responsibility of the full committee acting on behalf of the Graduate School.

As with all other qualifying examinations, any student who fails the examination for a second time will be dropped from the Ph.D. program. A student dropped 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, does not resubmit the dissertation and present himself/herself for reexamination within a six-month period.

Section 11. A Sample Title Page for a Ph.D. Dissertation

**HOWARD UNIVERSITY
(Title of Dissertation)**

**A Dissertation Submitted
to the
Faculty of the Graduate School
of Arts and Sciences**

Of

HOWARD UNIVERSITY

in partial fulfillment of the requirements for the degree

**DOCTOR OF PHILOSOPHY
by**

(Name of Candidate)

**Washington, D.C.
(current date)**

ARTICLE VII. APPEAL OF ACADEMIC DECISIONS

The following procedure is applicable in the case of challenges of decisions made either about a course or a comprehensive examination required for a degree

program. Such a challenge may be considered only when a student has grounds for charging that the decision reflects legally impermissible considerations.

Such an appeal begins with the student requesting a conference with the instructor. If the issue cannot be resolved then the student should request that the department chairman appoint a committee to make an informal investigation involving a hearing of both the student and the professor(s) and attempt to settle the dispute. If still unresolved, the problem should be taken to the Dean of the Graduate School. In all such instances, the standard University practices and procedures governing such matters shall prevail.