

**The School of Education**  
**Application for Candidacy: BS in Human Development**  
**Departmental Recommendation**

**Directions: The candidate must be complete and type the Application for Candidacy. It will be given to your advisor for approval and signature. It will be transmitted to the Department Chair and Associate Dean.**

\*\*Candidate's Name in Full:

Student ID:

E-Mail Address:

Today's Date:

Candidate's Local Address:

\*Expected Graduation Date:

City State Zip Code Country

Application Deadline:

Local Telephone Number: Cell #

Academic Advisor:

Parent's Names:

Height: Weight:

Parent's Telephone Number:

Cap Size:

Candidate's Permanent Address:

Department:

City State Zip Code Country

Degree Sought:

Are You a 5 Year Program or Dual Degree Student?

Major: Minor:

**\*\*PRINT YOUR NAME THE WAY YOU WANT IT TO APPEAR ON YOUR DIPLOMA.**

1. **Completed Courses: Enter courses on Template on Page 4**
2. **Currently Enrolled Courses: Enter information below (like on template):**

*Fall Semester*

Course Name	Course No.	Course Title and Credits	Required Grade (HU, HPES)

3. **Courses Needed and Must Enroll for Graduation: Enter Information)**

*Spring Semester*

Course Name	Course No.	Course Title and Credits	Required Grade (HU, HPES)

**IF YOU DO NOT COMPLETE YOUR COURSE REQUIREMENTS WITHIN THE TERM TO WHICH YOU APPLIED FOR GRDUATION, YOU MUST RE-APPLY FOR THE NEXT GRADUATION PERIOD.**

**4. Transfer Credits from Other Institutions:**

*(Approved Transfer Authorization form with Credits -To be attached by the Program Coordinator)*

(a) Institution

(b) Time Spent                      Credit Hours

(c) Degree Received                      Date:

(d). Residence in the School of Education before the current semester:                      semesters.

**5. Summary**

Areas	Number of Courses	Number of Credits
<b>Courses Completed (Howard University and Transfer Credits)</b>		
<b>Courses Currently Enrolled</b>		
<b>Courses to be Taken</b>		
<b>TOTAL</b>		

**6. Initial Verification: The Candidate will complete all course requirements pending completion of courses listed on Page 1.**

*(Academic Advisor: Before you endorse, please review the attached Course Scheme and Verify Courses.*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Advisor*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Chairman*

**7. Final Verification: The Candidate has completed all course requirements**

1. Does the PG meet all course requirements on the scheme and as matched on the transcript?

Yes\_\_\_\_ No\_\_\_\_\_ **If no, describe using course template:**

\_\_\_\_\_

2. Does the PG have incomplete grades (I/G) on their transcript?

Yes\_\_\_\_ No\_\_\_\_\_ **If no, describe using course template:**

\_\_\_\_\_

3. Does the PG have courses in progress on their transcript or remaining courses (e.g., summer courses)?

Yes\_\_\_\_ No\_\_\_\_\_ **If no, describe using course template:**

\_\_\_\_\_

4. Does the PG have grades below C in courses requiring grades of C or above?

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Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, describe using course template:

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- 5. Does the PG have required credit hours for graduation? If yes, cite number: \_\_\_\_\_
- 6. Does the PG have the required cumulative grade point average for graduation? If yes, cite number: \_\_\_\_\_

**I have reviewed the transcript for the PG and determined that course requirements for academic clearance have been met.**

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Advisor*

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Chairman*