BIOGRAPHICAL SKETCH

A biographical sketch is required of all candidates. The biographical sketch should be in narrative form. It typically includes the educational background of the candidate. You may replace this paragraph with your own text.

Academic degrees in their proper noun forms are always capitalized and do not have a plural designation (e.g., Master of Arts, Master of Science, Bachelor of Arts, Doctor of Philosophy, etc.).

However, when you refer to them by laymen's terms, you do not capitalize them (e.g., master's degree, associate's degree, bachelor's degree, doctorate, etc.) and you should be inserting the apostrophe and the s where noted above.

Academic subjects, disciplines, or fields (e.g., biology, chemistry, architecture, mathematics, etc.) are not capitalized unless they are themselves proper nouns (e.g., English, Latin American studies, Department of Electrical and Computer Engineering, etc.). Therefore, applying this rule, department, divisions, etc. would be capitalized.