

Howard University

Higher Education Leadership and Policy Studies

Student Name: _____ Term Admitted: _____

Student ID# _____ Name of Advisor: _____

Given the nature of this program, it is encouraged for students to take nine units, roughly three classes per semester. To complete the Ph.D. program in Higher Education Leadership and Policy Studies (HELPS), students must complete at least 72 credit hours. Such hours include: core courses, research courses, dissertation courses, a capstone course and cognate/elective courses. Cognate courses can be taken in another department in the School of Education or Howard University at large, with permission from an advisor. A cognate plan must have the signatures of your advisor and Department Chair.

This *Program Course Planning Sheet* serves as (1) your ongoing record of the course work that you elect as your progress through your degree program and (2) will become part of your permanent academic file. The Program Course Planning Sheet should be signed by your advisor and department chair and should be submitted to the program coordinator at least one term prior to the term you plan to achieve candidacy. ***For specific candidacy information and dates, contact the school of Education's Office of Graduate Studies or contact your advisor regarding questions about the course work requirements.*

HELPS CORE REQUIREMENTS (33 credits)

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
1		ELPS 604	History of Higher Education	3		
2		ELPS 608	Law in Higher Education	3		
3		ELPS 611	Board and Community Relations	3		
4		ELPS 605	Higher Education Policy	3		
5		ELPS 603	College and University Presidents	3		
6		ELPS 602	Minority Serving Institutions	3		
7		ELPS 606	Higher Education Administration & Governance	3		
8		ELPS 607	Diversity and Multiculturalism in Higher Education	3		
9		ELPS 613	Financial Management in Higher Education	3		
10		ELPS 517	Workshop on Leadership Development	3		
11		ELPS 514	Organizational Change in Education	3		

RESEARCH REQUIREMENTS (15 credits)

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
***		HUDE 205	Introductory Methods (Highly Suggested/NOT mandatory)			
12		HUDE 400	Intermediate Statistics	3		
13		HUDE 500	Advanced Statistics	3		
14		ELPS 524	Introduction to Qualitative Research	3		
15		ELPS 609	Advanced Qualitative Research	3		
16		HUDE 501	Research Design & Analysis	3		

ELECTIVE OPTIONS (12 credits)

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
17		ELPS 612	Contemporary Issues in Student Affairs	3		
18		ELPS 613	Fundraising in Higher Education	3		
19		ELPS 614	Institutional Research	3		
20		ELPS 455	Ethics in Decision Making	3		
21		ELPS 616	Black Women in Higher Edu Leadership	3		

RESEARCH PRACTICUM REQUIREMENTS (3 credits)

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
22		ELPS 615	Research practicum	3		

DISSERTATION REQUIREMENTS (9 credits)

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
23		ELPS 599	Research Preparation Seminar	3		
24		ELPS 600	Dissertation Guidance	3		
25		ELPS 600	Dissertation Guidance	3		

FINAL PREPARATIONS FOR COMPLETION

No.	Term	Dissertation Preparation	Completion Date	Advisor
1		Comprehensive Examination		
3		Dissertation Proposal		
4		Application for Admission to Candidacy		
5		Dissertation Defense		

Doctoral Student Signature _____

Date _____

Advisor Signature _____

Date _____

School of Education Chair Signature _____

Date _____