

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, research preparation courses, dissertation courses, 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 you 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 your advisor regarding questions about course work requirements.

Doctoral Progression Sequence (per 2026–2027 Handbook)

Coursework → ELPS 615 & ELPS 599 (Research Preparation Courses — flexible timing) → Comprehensive Exam (51 credits, incl. ELPS 615) → Identify Dissertation Advisor → Proposal Defense → IRB Approval → Admission to Candidacy → ELPS 600 (post-candidacy) → Dissertation Defense

ELPS 599 does not require a dissertation advisor and is recommended (not required) before Comps — it may be taken before, during, or after Comps. It is offered every Fall and Spring.

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	The College and University President or Chancellor	3		
6		ELPS 602	Minority-Serving Institutions	3		
7		ELPS 606	Higher Education Administration, Leadership, and Governance	3		
8		ELPS 607	Diversity and Multiculturalism in Higher Education	3		
9		ELPS 610	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)

Foundational research and statistics coursework that builds general research competence — distinct from the Research Preparation Courses below.

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
12		HUDE 400	Intermediate Statistics	3		
13		ELPS 524	Introduction to Qualitative Research	3		
14		HUDE 500	Advanced Statistics	3		
15		ELPS 609	Advanced Qualitative Research	3		
16		HUDE 501	Research Design & Analysis	3		

Note: HUDE 205 (Introductory Methods) is highly suggested but not mandatory.

Elective / Cognate Options (12 credits — choose 4)

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		

Research Preparation Courses (6 credits)

Applied courses that bridge your coursework and the dissertation itself — not to be confused with “Research Requirements” above.

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
21		ELPS 615	Research Practicum	3		
22		ELPS 599	Research Preparation Seminar	3		

ELPS 615 counts toward the 51 credits required to sit for the Comprehensive Examination. ELPS 599 is a required, 3-credit course; it does NOT require a dissertation advisor and is recommended — but not required — before Comps. It may be taken before, during, or after Comps and is offered every Fall and Spring. Successful completion of ELPS 599 does not by itself constitute admission to candidacy.

Dissertation Requirements (6 credits)

No.	Term	Catalog Number	Course Title	Credits	Grade	Instructor
23		ELPS 600	Dissertation Guidance	3		
24		ELPS 600	Dissertation Guidance	3		

Students may enroll in ELPS 600 only after admission to candidacy is approved by the Graduate School.

Final Preparations for Completion

No.	Dissertation Preparation Milestone	Completion Date	Advisor
1	Completion of ELPS 599 (Research Preparation Seminar) — before, during, or after Comps		
2	Comprehensive Examination		
3	Identification of Dissertation Advisor		
4	Expository Writing Requirement		
5	Dissertation Proposal Defense		

No.	Dissertation Preparation Milestone	Completion Date	Advisor
6	IRB Approval		
7	Application for Admission to Candidacy		
8	Dissertation Defense		

Doctoral Student Signature

Date: _____

Advisor Signature

Date: _____

School of Education Chair Signature

Date: _____