

EDUCATIONAL LEADERSHIP PROGRAM

Doctor of Education in Educational Leadership (Ed.D.)

APPLICATION PROCEDURES AND INFORMATION

GENERAL INFORMATION

The Educational Leadership Program offers a cohort-based curriculum designed for practicing and aspiring educational administrators who wish to pursue a doctorate in educational leadership and have obtained or will be pursuing certification coursework concurrently.

The purpose of the leadership program is to prepare scholar leaders in education to achieve results in the nation's schools by

- translating theory and knowledge into practice.
- applying skills in interpersonal relations and political diplomacy.
- applying research and data-based decision making skills.
- following ethical principles.

Graduates will be able to adapt to a changing world, predict the consequences of proposed action, and sustain continuous education improvements over time. Individuals develop skills and qualities that enhance their ability to empower, inspire, and guide the performance of others in achieving the goals of a school, a school district or a community.

The program features cohort groups of 15 to 20 students who study the core curriculum of eight 3-unit courses together. Emphasis is placed on practical application of theory and knowledge to school and district leadership. Instruction recognizes and incorporates the principles of adult learning with courses, seminars, and other educational experiences featuring reflection, group discussion, simulation, problem solving, and school-related inquiry. The interdisciplinary program allows students the flexibility of selecting leadership coursework both in the College of Education or other colleges in the University of Arizona. Field experiences and internships are important components of the program.

The information in this document should assist you in preparing the materials necessary for consideration for admission into one of these exciting programs.

MINIMUM QUALIFICATIONS

Experience

Master's Degree

Administrator Certificate and/or three years teaching or equivalent experience

Current or previous administrative/management/supervisory/leadership experience

Academic*

Grade Point Average (GPA) 3.5 minimum for graduate work

Graduate Record Exam (**GRE**) score – 1100

TOEFL score – 550 for international students

*Quantitative requirements may be adjusted if other data are exceptional

APPLICATION INSTRUCTIONS

*You must apply for admission to **both** the department and the Graduate College. Instructions for application to the department are followed by those for the Graduate College.*

APPLICATION TO THE DEPARTMENT

Professional References

See item #15 on the enclosed Graduate Studies Application for specific instructions. Contact those persons who will be writing endorsement letters, providing each with a stamped, self-addressed envelope. Do **not** open them. Include them in your application packet when you submit your application materials to the department.

Official Transcripts

Request two copies of official transcripts from all schools you have attended, one for the department and one for the Graduate College. These should be mailed directly to **you**. Do **not** open them.

YOUR COMPLETE DEPARTMENTAL APPLICATION SHOULD INCLUDE:

- Completed Graduate Studies Application
- Official transcripts (in sealed envelopes from issuing institutions)
- Letters of recommendation (in sealed envelopes provided)
- Current vita or resume
- Career Goal Statement
- Writing sample (a published piece or the best example of your graduate work)

MAIL YOUR DEPARTMENTAL APPLICATION TO:

Graduate Coordinator
Educational Leadership Program
College of Education, Room 218
P.O. Box 210069
The University of Arizona
Tucson, AZ 85721-0069

QUESTIONS REGARDING DEPARTMENTAL APPLICATION PROCEDURES:

Phone: (520) 621-621-6658
Fax: (520) 626-6005
Email: edlprog@email.arizona.edu
Web: http://coe.arizona.edu/pages/dep_edl/

APPLICATION TO THE GRADUATE COLLEGE

- Apply for admission to the Graduate College online at http://grad.arizona.edu/Prospective_Students/Apply_Now/Apply_Online.php
- Mail one set of official transcripts to the contact address provided below.

APPLICATION FEE

A \$50 Application Fee, payable by check, money order, or bank draft payable through a U.S. - affiliated bank in U.S. dollars to The University of Arizona Graduate College, or by credit card (Visa® or Mastercard®) is required at the time of application. Applications will not be processed without the fee.

READMISSION/LEAVE OF ABSENCE

If you previously were enrolled in a graduate degree program at The University of Arizona, but have not been officially enrolled for one regular semester or more, you must apply for readmission. If you have been enrolled elsewhere since your last attendance here, you are required to submit official transcripts to your department. A \$50 application fee for readmission is required.

SUBMIT ORIGINAL TRANSCRIPTS TO THE GRADUATE COLLEGE:

The Graduate College
Administration 322
PO Box 210066
The University of Arizona
Tucson, AZ 85721

QUESTIONS REGARDING GRADUATE COLLEGE APPLICATION PROCEDURES:

Phone: (520) 621-3132
Fax: (520) 621-4101
Email: gradadm@grad.arizona.edu
Web: <http://grad.arizona.edu/>

RELEASE OF APPLICANT INFORMATION

Your personal and educational records are not accessible for release to anyone else without your written consent, unless authorized by law. If you wish to have a third party represent you during the admission process, please name that person in the space provided on the application.

If you have questions regarding the departmental application, please call the Educational Leadership Program Graduate Coordinator at (520) 621-6658. Comprehensive advising regarding the program, curriculum, course scheduling, requirements, etc., will be available to those students who are admitted.

FREQUENTLY ASKED QUESTIONS

- Q:** I do not have an undergraduate degree in Education, but I want to earn an EDD. Is this possible?
- A:** Yes, however, per Arizona Department of Education requirements, you must have a teaching credential and three years of teaching experience in order to be eligible for administrative certification.
- Q:** My undergraduate GPA was lower than 3.00. Is it possible to be eligible for admission to the program?
- A:** Yes, however, you may be admitted in provisional status until your GPA improves to the required minimum. Or, you may take courses as a non-degree seeking student. After completing 12 semester units of graded coursework with a minimum grade-point average of 3.25, you may be considered for admission.
- Q:** I was a non-degree graduate student at the UA a year ago. Do I qualify for readmission?
- A:** No. Readmission status is reserved for applicants who have previously completed a minimum of one semester of course work in a graduate degree program at the UA.
- Q:** Who makes the admission or denial decision, my department or the Graduate College?
- A:** Your department will recommend your admission or denial to its graduate program. After final review by the Graduate College, you will receive formal notification of your admission or denial. Questions concerning your admission or denial should be directed to your major department.
- Q:** I am unable to enroll for the semester for which I was admitted, but I do want to come the following year. What should I do?
- A:** Contact the EDL Graduate Coordinator, who will formally request in writing to the Graduate College that your admission be deferred.
- Q:** I'm not an international applicant, but I did study at an institution outside the U.S. My records are not available in the same way that you have described as "official". What can I do?
- A:** Your international record will be considered complete and official if each document
- is an original or a copy that is originally certified by the issuing institution.
 - is a comprehensive record of all study completed, in the form of a transcript or yearly marksheets.
 - includes all degree certificates conferred.
 - is submitted with an officially certified English translation.
- Q:** I'm not an international applicant, but English is not my native language. Do I have to submit a TOEFL score?
- A:** Currently, only international applicants to graduate programs are required by the Graduate College to submit a TOEFL score. However, performance on the TOEFL is one predictor of success in graduate programs, and can provide you with a personal gauge of whether you are sufficiently fluent in English to succeed in graduate studies. Some departments may require proof of English proficiency and/or other tests not required by the Graduate College. Please check with your major department.

