
Ed.D. Program Application Process

Application Deadline:

January 15, 2017

(applications accepted on a rolling basis)

All applications are processed through the University's online system, ApplyYourself
https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=vcugrad

Once you click the "submit" button, you cannot edit documents or upload other documents. You may leave the website and return later to edit documents and upload documents, as long as you do NOT click the "submit" button.

Checklist for Graduate School Requirements

_____ Online application (\$65.00 application fee).

- Under Application Type, select the option that begins with Graduate (Sum)
- Under Admission Term, select Summer
- Under program options, select Education/Ed Leadership Ed.D.
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_____ Virginia In-State tuition form

_____ Statement of Leadership and Career Goals:

Address your leadership beliefs, philosophy, accomplishments and capabilities in each of three areas:

- a. leadership for learning
- b. leadership for equity
- c. leadership for accountability

(Each area is to be addressed under a separate heading.)

Career Goals: describe your career goals.

_____ Professional Vita or Resume that includes the following:

- a. Colleges or universities attended
- b. Educational degrees held, including major/minor (Master's Degree is required)
- c. Work history in chronological order, beginning with your current position
- d. Leadership experiences (must have at least 3 years of leadership experience)
- e. Professional involvement
- f. Awards and honors

_____ 3 professional references (form found online through ApplyYourself)

- One reference must come from your current principal or supervisor.
- Obtain at least one reference from someone who can attest to your academic abilities.

Do not send references from friends, family members or clergy.

Encourage those providing references to upload a more lengthy statement. Obtain references from those who can attest to your work ethic and scholarly accomplishments. Statements should address your leadership potential.

_____ Transcripts: Unofficial copies of your transcripts may be uploaded into the application site. These can be used until your official transcripts arrive.

_____ Request that **all** undergraduate and graduate transcripts from previous study be submitted to the admissions office. For admission to graduate study at VCU, the Graduate School requires a minimum undergraduate GPA of 3.0. For students with earned graduate degrees from accredited institutions, the graduate GPA may be the primary basis for consideration. The Educational Leadership expected graduate level GPA should be 3.5 or better. Official **transcripts must be submitted from the previous college/institution to VCU**. Transcripts can be traditionally mailed in sealed envelopes or emailed.

Sealed envelopes may be sent to:
VCU Graduate Admissions Office
Box 843051
408 W. Franklin St
Richmond, VA 23284-3051

OR

Official Electronic Copies may be sent to:
gradmail@vcu.edu
(Any links sent to students will be considered unofficial.)

_____ EdD applicants must take the MAT.

All candidates must have **official** MAT scores mailed to VCU. **Request this mailing at the time you take the exam.** VCU's score recipient code for the MAT is 1788.

* The expected score on the MAT should be in the 50th percentile (generally around 400) or better.

If you have taken the MAT within the last five years, contact ETS or Pearson and request that an *official copy* be mailed to VCU Graduate Admissions Office at the above address.

Exam Date: _____ Exam Location: _____

OTHER DOCUMENTATION

_____ Leadership artifacts: We are seeking applicants who have effectively addressed the issues of student and/or organizational learning, equitable treatment and outcomes, and accountability to constituents (e.g., students, families, citizens). Provide evidence of your leadership and describe the context of the evidence you provide. This evidence might be a combination of documents, artifacts, testimonials, reports, newspaper clippings, or other evidence that provides validation of your ability to lead for learning, equity, and accountability. Evidence is to be submitted via a WordPress website specifically created for this purpose AND it can be password protected.

Please provide the url to your artifacts along with the password (if password-protected) to Kelly Winn at: winnkb@vcu.edu.

Admission decisions are based on the entire application packet.

When you have completed the application process, sign this form and email it to:

Dr. Katherine Mansfield, kcmansfield@vcu.edu

(Applicant's Signature)