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# The Ed.D. in Educational Leadership at Duquesne University

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Leadership that engages the *Mind...Heart...Spirit...* in the moment of action.

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## Application Packet

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Dear Prospective Student,

Thank you for your interest in Duquesne University's Ed.D. in Educational Leadership program. Enclosed you will find an application packet. Applications are currently being accepted for the July 2017 cohort that will convene on Duquesne University's campus.

Admission to the graduate education programs at Duquesne University is based on the academic qualification and appropriate experience of the applicant. It is made without regard to race, ethnicity, religion, disability, age, gender, or sexual orientation. A minimum of 15 students will be admitted into the program. Five years of educational experience is preferred.

The admissions committee will not consider incomplete applications. A completed application packet must contain all of the following:

- Current Curriculum Vitae or Resume
- Official Transcripts from All Institutions of Higher Learning Attended
- A Minimum 3.0 GPA on a 4.0 Scale on the Last 30 Hours of Graduate Work
- Master's Degree in Education or Related Field from an Accredited Institution
- 2 Written Essays
- 3 Letters of Recommendation (Official Recommendation Forms)

In addition to completing the requirements of the Ed.D. in Educational Leadership Application Packet listed above, all applicants must complete Duquesne University's online application. Please select the appropriate application:

[Online Application for Domestic Applicants](#)

[Online Application for International Applicants](#)

Questions may be addressed to the Ed.D. in Educational Leadership office at (412) 396-4038 or by email at [EdLeadership@duq.edu](mailto:EdLeadership@duq.edu).

## Application Timeline and Process

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The deadlines that follow are for the cohort that will begin the program in July 2017.

### What are the admission requirements?

Applicants must have a master's degree in education or related field, leadership experience related to education, a demonstrated commitment to social justice leadership, and a disposition toward community engagement. Five years of experience in education or a related field is preferred.

### What is the process to apply online?

Applicants must send all required parts of the application packet as email attachments to [EdLeadership@duq.edu](mailto:EdLeadership@duq.edu) by *noon on Thursday, January 19, 2017*.

NOTE: The Admissions Committee will not consider incomplete packets.

### What is the review process and how long does it take?

The admission process will adhere to the following timeline:

- **January 19, 2017**— Deadline for completed applications at **12 p.m. (EST)**.
- **January 20, 2017**—the Admissions Committee begins its review of all complete applications packets.
- **February 1, 2017**—Department faculty conduct telephone interviews with selected candidates based on their qualifications and experiences and as demonstrated by their essays and letters of recommendation.
- **Saturday, March 4, 2017** —Invited applicants will take part in on-campus interviews with faculty.

Note: Not all applicants will be interviewed. Interviews will be conducted with selected candidates based upon their qualifications and experience as demonstrated through their completed application packet.

- **March 13, 2017**—Candidates who are selected for admission into the Ed.D. in Educational Leadership program at Duquesne University will be notified by mail.

### Do I have to attend on-campus meetings during the review process?

All applicants must be prepared to attend an on-campus interview session.

Please note the date on your calendar—*March 4, 2017*—so that you are able to attend, should you be invited.

## Application Packet Requirements

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### What are the required parts of a complete Ed.D. in Educational Leadership application packet?

- ✓ Current Curriculum Vitae or Resume
- ✓ Official Transcripts from All Institutions of Higher Learning Attended
- ✓ Personal Essay
- ✓ Educational Issue Essay
- ✓ Three Letters of Recommendation on the Official Forms

Submit all materials by email to: [EdLeadership@duq.edu](mailto:EdLeadership@duq.edu)

Or mail your application materials to:

Darlene Miller  
405 Canevin Hall  
Duquesne University School of Education  
Pittsburgh, PA 15282

All materials must be received by *12 p.m. EST on Thursday, January 19, 2017*. The Admissions Committee will not review incomplete applications.

### Does my Resume or Curriculum Vitae need to be of a particular length or format?

No. The length and format of your resume or curriculum vitae are up to your discretion.

### Is there a Grade Point Average (GPA) minimum?

Yes. Although the Admissions Committee considers not only GPA but also performance over time and course of study to determine whether an individual will be able to take advantage of and contribute to the learning experiences in the Ed.D. in Educational Leadership program, applicants must have a minimum 3.0 GPA.

### How do I submit my transcripts?

You must submit official transcripts from each *postsecondary* institution that you have attended. All transcripts should show courses completed, grades received, duration of study, and degree or diploma received, if applicable. Additional requirements for international transcripts are provided below.

### Do I need to provide transcripts for non-degree classes that I took?

Yes. Official transcripts from each postsecondary institution attended (including work done at any school of Duquesne University) showing all undergraduate and graduate work are required.

## **Application Packet Requirements (Continued)**



### **Do I need to provide transcripts for transferred credits?**

Yes. If you attended more than one institution, upload one transcript of grades from each. A list of transferred credits is not sufficient. *Exception* - if you have one semester or less of transfer credits and both the course names and grades appear on the receiving institution's transcript, you do not need to provide a separate transcript.

### **Do I need to provide my study abroad transcript?**

If you studied abroad for one semester or less and your courses and grades are listed on your home institution's transcript, then you do not need to upload a separate study abroad transcript. If the coursework and grades for your study abroad program are not listed on your home institution's transcript or if you studied abroad for more than one semester, then you are required to upload a separate transcript from your study abroad program that shows the coursework and grades.

### **What if I am currently a student and won't have my final grades by the application deadline?**

You should upload a transcript with grades through the preceding term. Please report your GPA up through the prior semester, if applicable. It is generally not necessary to provide an updated transcript with fall semester grades during the application review process. However, if you are admitted to the Ed.D. in Educational Leadership program and choose to matriculate, you will be required to submit an official final transcript showing all grades received and degree(s) conferred in the spring prior to enrollment.

### **Are there additional requirements for international transcripts?**

If the institutions you attended do not provide official transcripts in English, you will need to obtain a certified English translation. All translations must be literal (i.e. word for word) and complete versions of the original records. Upload your transcripts with their accompanying translation as part of your application. For more information about submitting international transcripts consult the [Office of International Programs](#) at Duquesne University.

### **What happens during the phone interviews?**

The individual phone interviews are a way for the department faculty and admissions committee to learn more about selected applicants in an informal and relaxed way. Each applicant will be asked to respond to a series of questions that will allow the applicant to showcase experiences, insights, and philosophies related to educational leadership and personal career goals. The interview lasts 30 minutes and involves the program director and an additional member of the faculty from the Department of Educational Foundations and Leadership.

### **What happens at the on-campus interviews?**

Once all applications are reviewed and selected applicants are interviewed by phone, the Admissions Committee for the Ed.D. in Educational Leadership program will invite selected applicants to campus for required face-to-face interviews (individual and group) with members of both the Admissions Committee and the faculty in the Department of Educational Foundations and Leadership in the Duquesne University School of Education on Saturday, March 4th, 2017.

## Personal Essay and Educational Issue Essay Guidelines



### **What are the requirements for the Personal Essay and Educational Issue Essay?**

Each essay should be **no more than 750 words** each using double-spaced, 12 point Times New Roman font. Include a cover page with each essay that contains your name, contact information, and date. Information on the cover page does not count toward the word limit for the essay.

Your statements should be written by you alone and represent your original work.

International applicants are reminded that they must write their own statements in English; the use of translators is *not* permitted.

Please note that the Admissions Committee will carefully consider both the content and the writing of your statements in its assessment of your candidacy for the Ed.D. in Educational Leadership program.

Questions regarding the completion of the essays may be addressed to the Ed.D. in Educational Leadership program office via email at [EdLeadership@duq.edu](mailto:EdLeadership@duq.edu) or by telephone at (412) 396-4038.

### **What should I discuss in my Personal Essay?**

To help us better understand your decision to seek admission to the Ed.D. in Educational Leadership program, please respond to the following:

1. How do you envision yourself within this program?
2. What unique aspects within the context of your professional practice enhance your ability to lead initiatives that will make significant contributions to the education and welfare of children and youth?

### **What should I discuss in the Educational Issue Essay?**

To help us better understand your thinking about improving preK-12 education, please respond to the following prompt:

*Longitudinal data continue to provide evidence that preK-12 schools graduate large numbers of students who are not adequately prepared for continued education, the world of work, and/or democratic citizenry.*

1. What do you see as the important factors contributing to this issue?
2. What can or should educational leaders do so that currently underachieving students perform well academically, emotionally, and socially?

Cite examples from your own work where appropriate. Organize your response using the following headings:

- Discussion of the Contributing Factors
- Identification of Needed Improvement
- References

## ***Guidelines for the Three Letters of Recommendation***

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### **Who can be my recommenders?**

Recommendations should be written by individuals who have supervised you in an academic, employment, or community service setting **and** who can comment on your intellectual ability, creativity, initiative, sensitivity to others, and educational leadership potential.

Friends or family members should not write recommendations.

When feasible, at least one recommendation should be from someone who can speak to your academic abilities and another from someone who can speak to your experience/potential as an educational leader.

Be sure to obtain current recommendations that directly address your candidacy for admission to the Ed.D. in Educational Leadership program at Duquesne University. Note that the Admissions Committee may follow up with recommenders as needed for additional information.

### **Can I submit more than three letters of recommendation?**

No, each applicant may submit only three letters.

Given that, we encourage you as an applicant to think carefully and thoughtfully about which combination of three individuals will provide the most complete picture of your potential and promise, both as a student in the classroom and as an educational leader and colleague in the field. The strongest letters are generally written by people who know you well and who can write detailed letters in support of your candidacy for graduate study in the Ed.D. in Educational Leadership program at Duquesne University.

### **Can I remind my recommenders to submit their letters via mail or email?**

Yes. Please be sure that your recommenders are aware of the application deadlines and mailing process. Choose them carefully to ensure that they can write on your behalf in a timely manner. Recommendation letters must be completed using the official Recommendation Forms provided on the [Ed.D. in Educational Leadership](#) website.

### **Can I submit my application if my recommenders have not completed their recommendation letters?**

If you have entered the names and contact information of your recommenders and if the other portions of your application are complete, then you may submit your materials by email or regular mail.

### **Can I change a recommender once I have entered the information into my application?**

No, once you have entered them in the Recommendations section of your application you cannot make changes. Please think carefully and thoughtfully about who you would like to serve as your recommenders and contact them to ensure they are willing to write the letter by the deadline of 12 p.m. EST, Thursday, January 19, 2017 before adding them to your application.