
The Ed.D. in Educational Leadership at Duquesne University

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

Application Packet

Dear Prospective Doctoral Student,

Thank you for your interest in Duquesne University's Ed.D. in Educational Leadership program. Applications are currently being accepted for the July 2021 cohort that will convene on Duquesne University's campus. This application packet will guide you through the application process. If you have questions regarding the process, please contact the Ed.D. in Educational Leadership office at 412-396-4038 or by email at EdLeadership@duq.edu

A maximum of 10 students will be admitted into the program. Five years of educational experience is preferred and, that experience can be in schools, universities, and community settings.

Admission to graduate education programs at Duquesne University is based on the academic qualifications and appropriate experience of the applicant. It is made without regard to race, ethnicity, religion, disability, age, gender, or sexual orientation.

The admission committee **will not consider** incomplete packets for review. 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 (information about and directions for each essay are included in this packet).
- 3 Letters of Recommendation

In addition to completing and submitting the Ed.D. in Educational Leadership Application Packet, all applicants must complete the Duquesne University Online Application that is available on the same webpage where you downloaded this packet.

Questions may be addressed to the Ed.D. in Educational Leadership office at 412-396-4038 or by email at edLeadership@duq.edu. Or you can contact the Program Director, Dr. Connie M. Moss, directly at moss@duq.edu

Thank you for your interest in our doctoral program. We welcome your application.

Sincerely,

Connie M. Moss, Ed.D., Director

The Ed.D. in Educational Leadership Application Timeline and Process

The deadlines that follow are for applications to the Cohort of 2024. who will begin their studies in July 2021.



What are the admission requirements for the Ed.D. in Educational Leadership?

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 in schools, universities, or community educational organizations, or a related field is preferred but not required. Each applicant's case is considered for many different factors.

What is the process to apply online?

Applicants should upload all required parts of the application packet by creating an application account at: <https://apply.duq.edu/apply/> by Thursday, February 18, 2021. If you experience difficulty or other challenges uploading your materials, please contact Mrs. Darlene Beck, Program Assistant at 412.396.4038 during regular business hours (8:30 am to 4:30 pm) or email her at: beckd2@duq.edu

What is timeline for the application review process?

- **Thursday, February 18, 2021.** Deadline for completed applications at **4:00 PM (EST)**.
- **Friday, February 19, 2021**—the Admissions Committee begins its review of all completed applications packets. **The committee will not consider incomplete applications.**
- **February 22, 2021**—Program assistant will begin inviting selected applicants to participate in a 30-minute phone/web interview with department faculty. The invitations will be based on the quality of the applicants overall application packet including essays and letters of recommendation.
- **Saturday, March 20, 2021** —Invited applicants will attend a group interview experience with each other and with the faculty. Arrangements for international invitees and other invitees at distance will be shared with those applicants in a timely manner.

Note: *Not all applicants will be interviewed. At each stage of the process, selected applicants will be invited to admission events based upon their qualifications, experience, and potential program fit as determined by the admissions committee based on evidence from completed admission packets and other sources of information.*

- **March 23, 2021**—The program director will notify applicants selected for admission by personal phone call. These applicants will have 10 days to accept the invitation to join the cohort and make their deposit non-refundable deposit of \$250.00. The deposit is applied directly to the tuition for the first semester classes.

Applications received after February 18, 2011 may be considered on a rolling basis if slots remain available in the cohort. Those who submit by the February 18, 2021 deadline will be considered for Graduate Assistantships and other supportive funding before late applicants.

Must I attend the group interview meeting during the review process?

All applicants who are invited are strongly advised to attend the group interview. Given the current COVID-10 restrictions we are planning for a ZOOM group interview day.

Application Packet Requirements



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 (graduate and undergraduate)
- ✓ Personal Essay
- ✓ Educational Issue Essay
- ✓ Three Letters of Recommendation

Upload materials to your application account. Please contact Mrs. Darlene Beck should you experience difficulties with any part of the submission: Phone: 412.396.4038, or email her at: beckd2@duq.edu

Have your official transcripts mailed from the university registrar to beckd2@duq.edu or sent by regular mail to

Darlene Beck, Program Assistant
Ed.D. in Educational Leadership Program
401 Canevin Hall
Duquesne University School of Education
Pittsburgh, PA 15282

All materials must be received by *noon EST on Thursday, February 18, 2021*. The Admissions Committee will not review incomplete applications.

Should my resume or curriculum vitae be of a particular length or format?

No. The length and format of your resume or curriculum vitae are up to your discretion. It should help the committee learn about your recent accomplishments relevant to educational leadership and doctoral work.

Is there a grade point average (GPA) minimum?

Yes, applicants must have a minimum 3.0 GPA on their last 30 credits of graduate work. The Admissions Committee considers this along with other factors including performance over time, dedication to issues of social justice, and course of study. Each application is considered carefully 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.

How do I submit my transcripts?

You must submit official transcripts from each **postsecondary** institution attended showing all undergraduate and graduate work that you completed. 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.

Must I 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)



Must I 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 need not provide a separate transcript.

Must I 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 completing a degree and will not 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.

If you are admitted to the Ed.D. in Educational Leadership program, however, 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 must obtain a certified English translation through WES-ICAP. All translations must be literal (i.e. word for word) and complete versions of the original records. Mail your transcripts with their accompanying WES-ICAP translation as part of your application. **For more information about submitting international transcripts consult the *Center for Global Engagement, Duquesne University***: <https://www.duq.edu/admissions-and-aid/international/contact-us>

What happens during the phone interviews?

The individual phone interviews are a way for the faculty and admissions committee to learn more about selected applicants in an informal and relaxed way. Each applicant will be asked the same series of questions meant 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 one additional member of the faculty from the Department of Foundations and Leadership.

What happens at the group interview?

Using information gathered from the application packet review and the phone interviews, the Admissions Committee for the Ed.D. in Educational Leadership program will invite finalists attend the campus group interview on Saturday, March 20, 2021. During that time applicants will experience a dynamic session and explore the program while demonstrating their program fit. International students and others at distance or with conflicts for March 20, 2021 date will be informed of a date/time that will accommodate them.

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** and organized with 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.

Essays are scrutinized for plagiarism. Your statements should be written by you alone and represent your original work. An essay found to contain plagiarized work will disqualify the applicant.

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 quality of the content and the writing when reviewing your statements and assessing your application for the Ed.D. in Educational Leadership program. We are looking at your potential to engage in doctoral level writing, not for you to already possess these skills.

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 or by telephone at 412-396-4038.

ESSAY ONE: The Personal Essay (Label it as **PERSONAL ESSAY** on the title page)

To help us better understand your professional goals for joining the Ed.D. in Educational Leadership program, please respond to the following two prompts in your personal essay. :

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

ESSAY TWO: The Educational Issue Essay (Label it as **EDUCATIONAL ESSAY** on the title page)

To help us better understand your potential to discern educational environments and conditions for children and youth, please respond to the following prompt and questions:

Research continues 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?*

You must use APA style to cite several pieces of supporting research within the body of your educational issue essay. You must organize your educational essay using the following headings:

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

Guidelines for the Three Letters of Recommendation



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 and 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 who is dedicated to issues of social justice.

Be sure to obtain current letters that directly address your candidacy for admission to the Ed.D. in Educational Leadership program at Duquesne University. General letters or those that are not current are frowned upon. Note that the Admissions Committee may follow up with recommenders as needed for additional information.

May I submit more than three letters of recommendation?

No, each applicant should submit only three letters. We encourage you to select a combination of three individuals will provide the most complete picture of your potential and promise as a potential doctoral student and an educational leader. The strongest letters are written by people who know you well and can describe your academic strengths and leadership accomplishments.

May 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 submission process. Choose them carefully to ensure that they will submit a letter on your behalf in a timely manner.

What information must be in my letters of recommendation?

- All letters must be current—that is, they must be written specifically to support your admission to the Ed.D. in Educational Leadership program at Duquesne University and **must respond to the following questions**:
 - 1. How long have you known the applicant and in what capacity?
 2. In your expert opinion, is this applicant prepared for meaningful and rigorous collaborative and independent study at the doctoral level?
 3. The Ed.D. in Educational Leadership at Duquesne University seeks students with a serious commitment to leading for social justice for all children and youth. What examples can you cite from the applicant’s career that illustrate a commitment to social justice? Can you highlight the applicant’s potential to succeed in a program framed by this vision?
 4. When you think of instances of this applicant’s leadership, what core values appear to guide this applicant’s decisions, actions, and impacts?
 5. What additional pertinent information related to the applicant is important for the admissions committee to consider?

May I submit my application before all of my letters of recommendation are submitted?

Yes, submit your materials as soon as possible. Do not wait for the last minute.

May 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 noon, Tuesday, February 18, 2020 before adding their names to your application information.