



APPLICATION INSTRUCTIONS
Statewide Doctor of Education (Ed.D.) in Educational Leadership
Fall / August 2022 Admission

APPLICATION DEADLINES:

Priority: **February 15, 2022** | On a space-available basis through **April 15, 2022**

PREREQUISITE: To be considered for admission, applicants must hold a master's degree by the time of admission and have at least a 3.0 grade point average in previous graduate coursework.

STEP 1: DETERMINE YOUR PRIMARY CAMPUS OF ENROLLMENT (nearest to where you live)
PULLMAN SPOKANE TRI CITIES VANCOUVER

STEP 2: APPLY TO THE GRADUATE SCHOOL

➤ **Submit the following to the Graduate School via their online application:**

- **Application** (available online at <http://www.gradsch.wsu.edu/>) and application fee (paid online).
- **Three Letters of Recommendation** [**NOTE:** ask references to *attach a narrative recommendation instead of writing in the textbox provided in this online application*]
 - Letters should address your 1) scholarship; 2) facility with written, oral, and interpersonal communication; and 3) leadership and/or interpersonal skills.
 - Two of these letters should be from persons from whom you have taken previous coursework. *If you are unable to contact previous professors, letters should be from individuals qualified to address your ability to be successful academically and professionally.*
 - One letter should come from an education leader for whom you have worked.
 - All letters should address your qualifications as a potential doctoral student.

➤ **OFFICIAL transcripts from any colleges/universities:**

- where any degrees have been granted or are expected
- which show the last 60 graded semester (90 quarter) credits of coursework
- which show graded graduate level work (including doctoral) taken after the bachelor's degree
- **Transcripts are NOT required for coursework taken at Washington State University**

Transcripts are official only if mailed or sent electronically *directly from the Registrar.*

Have transcripts MAILED to:

Graduate School, Washington State University
P.O. Box 641010
Stadium Way, 324 French Administration Bldg.
Pullman, WA 99164-1030

Have transcripts sent ELECTRONICALLY* to:

Grad.Sch.Transcript@wsu.edu

* Check with the Registrar's Office at your school to see if this option is available.

QUESTIONS ABOUT TRANSCRIPTS? Contact the Graduate School at gradschool@wsu.edu

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STEP 3: SUBMIT REQUIRED DEPARTMENTAL APPLICATION MATERIALS

➤ **Send items #1 – 5 below:**

- **FORMAT:** Separate attachments in one EMAIL message
- **TO:** Jennifer Gallagher, Academic Coordinator at: j.gallagher@wsu.edu
- **WHEN:** Priority deadline: February 15, 2022, or on a space available basis by April 15, 2022

1. **Supplemental Information Form** (send email to j.gallagher@wsu.edu to request this form)
2. **Written Statement.** Please provide a written statement of your scholarly and professional objectives, and how you believe your enrollment in Washington State University's Ed.D. program will advance these objectives. Your statement should be no more than two pages, single-spaced, and must include the following:
 - a. A summary of your beliefs and/or values about leadership
 - b. A description of leadership or other life experiences that relate to graduate study in educational leadership
 - c. Your scholarly and/or research interests as an educational leader
 - d. The contributions you hope to bring to the Ed.D. program and the community of scholar-practitioners

NOTE: Statements that do not address these prompts will be scored lower.

3. **Academic Writing Sample where you are named as the sole author. Submit ONE from this list:**

- Academic research paper, master's thesis, or published article
- Literature review
- Case study
- Paper presented at a conference or workshop
- Professional / work-related report

➤ **If you do not have one of the above samples, please respond to the prompt below in 750 – 1,000 words:**

Decision-making has been characterized as the heart of educational leadership. Yet, how school and district leaders identify what issues to address, with whom to work with them on, and on which resources they draw to inform their thinking, is less well understood. In many ways, this is true because the contexts of school and district leadership vary so greatly. Using *your professional context* as your foundation:

1. Identify what you believe to be a substantive concern/issue/problem for your school and/or district.
2. Describe why it is a concern and what kinds of formal and informal data inform your understanding of this issue.
3. Discuss your school/district's current response and who is engaged in that work.
4. Describe the resources (e.g. readings, professional learning/development, community resources and/or consultants) your school/district is drawing on to address the issue.
5. Conclude with what might be a positive and appropriate resolution.

Citations to readings and research are welcomed but not required.

4. **Up-to-Date Resume that lists your current professional position**
5. **Copies of currently held education certificates** (all certificates can be included as one email attachment)

FALL 2022 SUPPLEMENTAL INFORMATION FORM
Required for application to the Ed.D. in Educational Leadership
Priority Application Deadline for ALL required materials: **February 15, 2022**

PREREQUISITES: To be considered for admission, applicants must hold a master's degree by the time of admission and have at least a 3.0 grade point average in previous graduate coursework.

GENERAL INFORMATION

Name (PRINT/TYPE): _____ Pronouns (optional) _____
Home Address: _____
Mailing Address (if different than Home Address above): _____
Phone: Primary: _____ Alternate (if any): _____
E-mail you check regularly: _____
Personal email (if different than above): _____

ENROLLMENT INFORMATION

Please select your primary campus (the campus closest to where you live). **You must choose one:**

Pullman Spokane Tri Cities Vancouver

This is a cohort program, and it is generally expected that all students will enroll in TWO classes each semester.

Fall/Spring: Each class meets once each week from 5:45-8:30pm during the academic year (August-May). Classes may be scheduled any day of the week but do not occur on Fridays. An exception to this is when a class is scheduled to meet on one or two weekends at one of the WSU campuses around the state. Weekend sessions typically begin Friday evening.

Summer: Summer classes are required and are scheduled in a more condensed timeframe. As such, they may meet multiple times a week and may include some weekend sessions (including Fridays) at one or more of the WSU campuses around the state.

Please indicate your enrollment plans:

- I plan to enroll in the two scheduled classes each semester.
- I plan to ask for an exception and would like to take one class each semester. I understand that taking one class each semester will *extend my time to complete course work* by approximately 2.5 years.

NOTE: Degree and certification programs in Educational Leadership do not accept state of Washington tuition waivers. This includes the following graduate programs: *Ed.M., M.A., Ed.D., and Ph.D.*, as well as these certification programs: *principal, program administrator, and superintendent.*

SUPPLEMENTAL INFORMATION FORM PAGE 2 / 2

CONCURRENT ENROLLMENT

Are you currently enrolled in WSU's Superintendent Certificate program? No Yes

Do you plan to apply for admission to WSU's Superintendent Certificate Program in fall 2022? No Yes

NOTE: Students concurrently enrolled in the Ed.D. program and the Superintendent program will take **9 credits each** semester during the academic year (one Ed.D. class + one Superintendent class + 3 credits of Superintendent Internship).

POSSIBLE TRANSFER CREDIT

Have you completed WSU's Superintendent Certificate program? No Yes If Yes, indicate year: ____

Have you completed graduate-level coursework in the past four years? No Yes

COURSE ACCESS

If you are a student who lives 25+ miles from a WSU campus you may be able to attend classes via Zoom provided you:

- are able to secure a quiet space free of interruptions where you connect to classes.
- understand you need to be prepared to trouble-shoot any technology issues that arise, as WSU IT staff will not be able to provide support beyond the initial set up of the class connection.
- in good faith follow any Zoom-specific requests, guidelines, or policies established by the program or course instructor.
- understand that, ultimately, it is your responsibility to connect to class – either using Zoom, or physically coming to campus should your technology fail in some way.
- understand the Ed.D. program must comply with any policies established by the Provost's Office regarding on-campus enrollment and remote access to courses.

Having read the above, please check the box below to express interest in accessing classes via Zoom.

YES, I live 25+ miles from a WSU campus and would like to access classes via Zoom.

EMPLOYMENT & CERTIFICATES

List your current, or most recent, place of employment:

Beginning/Ending Dates: _____

Employer/District: _____ City/State _____

Position/Title: _____

Supervisor: _____

List any education certificates held:

Certificate Type: _____ State Issued: _____ Valid Until: _____

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SUBMIT THIS INFORMATION FORM AND ALL DEPARTMENTAL APPLICATION MATERIALS

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- TO: Jennifer Gallagher, Academic Coordinator at: j.gallagher@wsu.edu

WHEN: Priority deadline: February 15, 2022, or on a space available basis by