



APPLICATION INSTRUCTIONS & SUPPLEMENTAL INFORMATION FORM

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

Fall / August 2021 Admission

Updated September 1, 2020

APPLICATION DEADLINES: Priority: **February 1, 2021** | On a space-available basis through **April 1, 2021**

PREREQUISITE: In order 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 \$75 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 to WSU.

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 via EMAIL attachments (separate documents for each) to:
Jennifer Gallagher, Academic Coordinator: j.gallagher@wsu.edu

1. **Supplemental Information Form** (page 3 and 4 of this document)

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 summary of your beliefs and/or values about leadership
 - A description of leadership or other life experiences that relate to graduate study in educational leadership
 - Your scholarly and/or research interests as an educational leader
 - 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:**

- Academic research paper, master's thesis, or published article
- Literature review
- Case study
- Paper presented at a conference or workshop where **you are the sole author**
- Professional / work-related report, where **you are the sole author**

- **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 listing your current professional position**

5. **Copies of currently held education certificates** (all certificates can be included as one email attachment)

SUPPLEMENTAL INFORMATION FORM

Required for application to the Ed.D. in Educational Leadership

Priority Application Deadline: **February 1, 2021**

Updated September 1, 2020

PREREQUISITE: In order 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): _____ 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

WSU campus where you will attend classes (your primary campus – you must choose one):

Pullman Spokane Tri Cities Vancouver

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

Having read the above, if admitted to the program, and given what you know (at this time) about your personal and professional schedule in the fall (**mid-August to mid-December 2021**): Do you plan to take

ONE class ***in the fall*** TWO classes ***in the fall***

NOTE: If you are an employee of the State of Washington and plan to use the Tuition Waiver Benefit, please be advised several restrictions apply. Please contact Jennifer Gallagher at j.gallagher@wsu.edu for more information on these restrictions.

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 2021? 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 a Superintendent Certificate program? No Yes

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

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COURSE ACCESS [NOTE: eligibility, information, and processes may differ depending on local COVID-19 constraints]

If you are a student who lives 50+ miles from a WSU campus (aka, "remote-site students") you can attend classes via Zoom provided you:

- submit a "Tech Checklist" well before the start of the semester verifying you have a device and Wi-Fi access that meets WSU's specifications for consistent and reliable connection to classes.
- 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 may 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 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 50+ miles from a WSU campus and would like to access classes via Zoom.**

EMPLOYMENT & EXPERIENCE

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

<i>Dates</i>	<i>Employer / District</i>	<i>Position / Title</i>	<i>Supervisor</i>

Optional: List up to two professional / educational experiences that are **not described in your resume**

<i>Dates</i>	<i>Employer / Organization</i>	<i>Position / Title</i>	<i>Supervisor</i>

EDUCATION CERTIFICATES HELD

<i>Certificate Type and State Issued</i>	<i>Valid Until</i>

SUBMIT THIS INFORMATION FORM AND ALL DEPARTMENTAL APPLICATION MATERIALS

- FORMAT: Separate EMAIL attachments
- TO: Jennifer Gallagher, Academic Coordinator at: j.gallagher@wsu.edu
- WHEN: Priority deadline: February 1, 2021 or on a space available basis by April 1, 2021

Programs in Educational Leadership (EdM, MA, principal certification, superintendent certification, EdD and PHD) do not accept state tuition waivers.