

Dear Prospective Ed.D. Applicant:

We are very pleased that you are interested in CCSU's Ed.D. in Educational Leadership which is designed for mid-career preK-12 educators, and we look forward to receiving your application. As you complete your application, keep in mind the following admission criteria:

1. Master's degree from an accredited institution of higher education in a discipline or professional field that is relevant to the Ed.D. in Educational Leadership..
2. 3.00 cumulative average (GPA) on all graduate coursework.
3. Two letters of reference from leaders in education familiar with your work (use the attached form).
4. Resumé that illustrates important work-related experiences with an emphasis on your work as a leader for teaching and learning in preK-12 education (click on [sample resumé](#)).
5. Acceptable scores on the General Test of the Graduate Record Exam (GRE) taken within six years of application deadline. The exam scores you submit must include the Writing Assessment.
6. An acceptable personal statement covering three important topics:
 - Career goals;
 - Reasons for pursuing a doctorate; and
 - Commitment to devote four weeks to summer study for the first two summers of the program and some additional on-campus summer study during the third or fourth summers.
7. Personal interview on campus by invitation of the admissions committee.

Applications are due by December 1 (even years). Admissions standards for the Ed.D. program are rigorous as we can admit a cohort of no more than 25 students, and our cohorts begin in odd years only. Thus, not everyone who meets our requirements can be accepted.

Please note that the admission process calls for submission of materials to two locations: Office of Graduate Admissions, and the Ed.D. Program Office. Graduate Admissions (102 Barnard Hall) should receive the [CCSU Graduate Application Form](#) and fee of \$50, and transcripts from *every* college that you have attended.

In addition to sending your application and transcripts to Graduate Admissions, you must send the following directly to the Ed.D Program in 320 Barnard Hall:

1. Two letters of recommendation from educational leaders on the enclosed recommendation form.
2. Your essay attached to the form in this packet.
3. Your resumé.
4. Your GRE scores. When requesting that scores be sent, use GRE reporting code 3143 to assure that the Ed.D. office receives your scores.

Questions? Go to our [FAQs](#) or e-mail beyard@ccsu.edu.

Cordially,

Karen C. Beyard

Ed.D. Program Director

Ed.D. Recommendation Form

To be completed by applicant:

Last Name _____ First Name _____
 SS # _____ Date of Birth _____
 Email address _____ Phone _____

Statement of confidentiality: Federal law gives students the option of waiving their right to see specific letters of recommendation. If applicant has waived this right by signing the waiver below, this letter will be confidential. If the applicant has not signed the waiver, it will be assumed that this letter may be seen by the applicant.

Waiver: In accordance with the Family Education Rights and Privacy Act of 1974, I waive my right to review this letter

Signature _____ date _____

To be completed by recommender

Name _____ Position _____
 Email address _____ Phone _____
 How long have you known applicant? _____
 In what capacity? _____

Please rate the applicant's ability to do graduate work at the doctoral level and his or her leadership potential in comparisons to others you have observed or known.

	Highest 10%	Next Higher 20%	Next Higher 20%	Bottom 50%	Unable to Judge
Intellectual Potential	_____	_____	_____	_____	_____
Analytical Reasoning Ability	_____	_____	_____	_____	_____
Writing Skills	_____	_____	_____	_____	_____
Oral Communication Skills	_____	_____	_____	_____	_____
People Skills	_____	_____	_____	_____	_____
Motivation for Doctoral Studies	_____	_____	_____	_____	_____

Signature _____ Date _____

Please comment on the applicant's strengths and weaknesses on the back of this form or on a separate sheet. Enclose your recommendation in a sealed envelope, sign across the seal, and return to the applicant.

THANK YOU FOR YOUR ASSISTANCE

Ed.D. Personal Statement

Your essay should be typed, attached to this form, and submitted with other application materials directly to the Ed.D. Program in Barnard 320.

This essay is a very important part of your application because it tells us something about your professional goals and development, and also shows your ability to select, organize, and present written material at the level expected of an advanced graduate student and educational leader.

Your personal statement should be approximately three to five pages in length and should:

Describe your career goals,
Explain your reasons for pursuing doctoral studies, and
State your commitment to participate fully in required summer study (4 full-time weeks in the first two summers; up to 5 days of additional time in the third and/or fourth summers). For example, if you are a 12-month administrator, will you have the support of your district?

Please complete the following information and attach your statement to this form.

Name _____ Date _____

Signature _____

Mailing Address _____

E-Mail Address(es) _____

Phone (H) _____ (W) _____ (Cell) _____

Ed.D. Application Checklist

Please use the following checklist to guide your application process and to make sure it is complete.

Complete and send the following information to the Graduate Admissions Office

CCSU Graduate Admissions Office

Barnard 102
1615 Stanley Street
PO Box 4010
New Britain, CT 06050-9958

- _____ 1. Completed University Application
- _____ 2. Official transcripts from all higher education institutions where you completed undergraduate and graduate course work.

Complete and send the following materials to the Ed.D. Program

Dr. Karen Beyard, Ed. D. Program Director
Barnard 320
Department of Educational Leadership
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050

- _____ 1. Two letters of recommendation from educational leaders in sealed envelopes.
- _____ 2. Typed personal statement attached to personal statement form.
- _____ 3. Your resumé.
- _____ 4. GRE General Examination scores from a test administration no more than six years before the application deadline, and which includes the Writing Assessment. When requesting that GRE scores be sent, use GRE reporting code 3143, and also request that scores be sent to you. GRE information is found at www.ets.org.