

The Graduate School

Department of Educational Leadership, Curriculum and
Foundations



Chicago State University
9501 So. King Drive
Education Building, Suite 319
Chicago, IL 60628-1598

Tel: 773. 995. 2092
URL: <http://www.csu.edu/collegeofeducation/elcf>

Doctor of Education in Educational Leadership

Welcome

Dear Applicant:

On behalf of the Department of Educational Leadership, Curriculum and Foundations (ELCF) in the College of Education, thank you for your interest in the Doctor of Education (Ed.D.) program at Chicago State University.

Our doctoral program has been designed to prepare leaders and administrators for service in a variety of organizational settings. Components of the degree program include the cohort model (wherein all students in the cohort begin and complete their core courses at the same time), application of theory to practice, action science, group presentations, theme-based and program-based seminars, frequent colloquia and many other experiences deemed current and appropriate for doctoral students. Our expectations are that students completing the program will be prepared as knowledgeable and skilled practitioners fully equipped for success in a dynamic and changing world.

Initially, admission to our highly competitive program requires (a) completion of the master's degree with a grade point average of 3.5 or higher, (b) recent (no older than 5 years) Graduate Records Examination (GRE) scores for the verbal, quantitative and analytical writing sections of the examination; (c) three letters of reference; and (d) a completed degree program application (including the Ed.D. goals statement). Should the initial submissions be satisfactory, an interview and an additional writing sample may also be required.

Applicants are expected to demonstrate acumen in writing, problem solving, data analysis, and the use of educational technology. Further, applicants are expected to demonstrate understanding of the principles, modes of inquiry, and content of educational administration and supervision. Therefore, if applicants do not hold a master's degree in educational administration, supervision or leadership, several pre-requisite graduate level courses (educational law, curriculum development, finance, and organizational dynamics or administration) must be completed satisfactorily before admission to the program is granted.

In addition to the required coursework, the Ed.D. program in Educational Leadership includes a doctoral qualifying examination (administered after the core coursework is completed), the dissertation, and the dissertation defense. Further, for interested doctoral students who already hold the Illinois Type 75 Administrative Certificate, successful completion of the doctoral program may lead also to the Superintendent's Endorsement.

Please visit our web site at www.csu.edu/collegeofeducation/elcf for news and current information related to our Doctor of Education (Ed.D) in Educational Leadership program or contact us at (773) 995-2092. We look forward to hearing from you and receiving your completed application materials.

Sincerely,

Dr. Carol A. Schultz

Dr. Carol A. Schultz, Assistant Professor and Interim Director
Ed.D. in Educational Leadership Program

Admission, Credential and Supplemental Information

APPLICATION FEE

There is a \$50 (check or money order) non-refundable application-processing fee. This fee is only valid for the term applied. The fee for international students is \$60. See international student information below.

GENERAL ADMISSION REQUIREMENTS

In addition to other criteria, a minimum GPA of 3.5 or better on a 4.0 scale, earned in all graduate work is required of all entering students. Conditional admission is not granted for doctoral programs.

PRIOR ACADEMIC PREPARATION

Applicants must have completed a master's degree in Educational Administration or a related educational field. If the applicant's master's degree is in a related field, applicants must have successfully completed at least one 3-semester hour graduate level course with a grade of "B" or better, from a regionally accredited institution in each of the following four areas: a. **Educational Law**, b. **Curriculum Development and Learning Theories**, c. **Foundations of Finance**, and d. **Organizational Dynamics or Administration**.

APPLICATION DEADLINES

Application deadline for fall admission is March 31. Applicants will be notified of the outcome of the admission review process by the end of June.

TRANSCRIPTS

Students must submit two official transcripts from **all** undergraduate and graduate institutions attended.

IMMUNIZATION

Individuals born after January 1, 1957 are required to show proof of immunity from certain diseases. Contact the CSU Wellness Center by calling 773/995-2010 for more information.

RESIDENCY (State of Illinois)

To be considered a resident, a student must have been a bona fide resident of Illinois for a period of at least 6 consecutive months immediately preceding the beginning of the term of enrollment.

FINANCIAL ASSISTANCE

Students may apply for financial assistance in the form of fellowships and research and graduate assistantships given the availability of resources. Interested students should contact the office of the director of the Ed.D. Program at (773) 995-2092 for more information. All students who wish to apply for a student loan or any form of student aid must complete the Free Application for Federal Student Aid (FAFSA). Staff in the Office of Financial Aid at (773) 995-2304 can answer questions regarding financial assistance.

ADDITIONAL REQUIREMENTS

- Three letters of recommendation from professors and/or administrators addressing the applicant's potential for success in a doctoral program. Applicants will need to make two additional copies of the recommendation in this packet to distribute to professors and/or administrators for their recommendation.
- Official score report (general test/verbal, quantitative, and analytical writing components) of the Graduate Records Examination (GRE) is required. The test must have been taken within the past five years of admission date. You can access GRE information at www.GRE.com.
- A typed double-spaced goal statement, which describes the applicant's reasons for pursuing an advanced degree in educational leadership.

INTERNATIONAL STUDENT INFORMATION

The admission process for international students involves submitting additional documentation. Please plan to complete the admission process prior to the published deadline to ensure prompt receipt of foreign credentials and visa. For international student admissions deadlines, please request an International Student Supplemental Packet from the Graduate School at 773/995-2404 or via e-mail at G-Studies1@csu.edu. This packet contains:

- 1) Financial Statement for International Students
- 2) Certificate of Sponsorship
- 3) Personal Information Sheet

Credentials in a language other than English must be accompanied by a certified translation from a recognized credentials translator (for additional details related to this requirement, please contact the graduate school at G-Studies1@csu.edu). Applicants whose official language is not English are required to submit a recent official TOEFL Score Report. A minimum score of 550 (written test) or 213 (computer test) is acceptable.

DEPARTMENT OF EDUCATIONAL LEADERSHIP, CURRICULUM AND FOUNDATIONS

DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP

PROGRAM CURRICULUM

SEMESTER I	ELCF 6010 ELCF 6050	ORGANIZATIONAL THEORY AND EDUCATIONAL LEADERSHIP/3 RESEARCH AND STATISTICS I/3
SEMESTER II	ELCF 610 0 ELCF 6250	CURRICULUM AND INSTRUCTIONAL LEADERSHIP/3 RESEARCH AND STATISTICS II/3
SEMESTER III	ELCF 6150 ELCF 6200	PHILOSOPHICAL FOUNDATIONS OF EDUCATION/3 ADMNISTRATIVE LAW/3
SEMESTER IV	ELCF 6300 ELCF 6350	PUBLIC POLICY AND POLITICS OF EDUCATION/3 QUALITATIVE RESEARCH/3
SEMESTER V	ELCF 6400 ELCF 6450	PERSONNEL ADMINSTRATION/3 FINANCIAL ADMINISTRATION/3
SEMESTER VI	ELCF 6500 ELCF 6550	EDUCATIONAL CHANGE AND SCHOOL IMPROVEMENT/3 EDUCATIONAL ASSESSMENT AND EVALUATION/3
SEMESTER VII	ELCF 6600 ELCF 6650	CRITICAL ISSUES IN URBAN EDUCATIONAL LEADERSHIP/3 SEMINAR IN RESEARCH AND DISSERTATION DEVELOPMENT/3

QUALIFYING EXAMINATION

SEMESTER VIII	ELCF 6700 ELCF 6990	CLINICAL EXPERIENCE I/3/100 *DISSERTATION/3 CREDIT HOURS
SEMESTER IX	ELCF 6710 ELCF 6990	CLINICAL EXPERIENCE II/3/100 *DISSERTATION/3 CREDIT HOURS
SEMESTER X	ELCF 6990	*DISSERTATION/3 CREDIT HOURS
SEMESTER XI	ELCF 6990	*DISSERTATION/3 CREDIT HOURS

*Note: Candidates must register for at least three (3) credit hours of dissertation each semester. If a candidate has completed twelve (12) credit hours, but has not finished the dissertation, she/he must continue to register for three (3) credit hours each semester until the dissertation is completed.

Applicants for the Ed.D. in Educational Leadership are **admitted in the fall semester only**.

Term Applying Fall (August) Year _____

Student Status Full-Time Part-Time

Social Security No. _____ Title (Select One) Ms. Mrs. Miss Mr.

Last Name _____ First Name _____ MI/Maiden _____

Birth Date _____ Place of Birth _____ Marital Status _____ Gender _____

Ethnicity* African American Hispanic/Latino Native American Pacific Islander White Other

Permanent Mailing Address

Street _____ Apt. _____

City _____ State _____ Zip Code _____

County _____ Country/Nation _____

Day Phone _____ Evening Phone _____ Email Address _____

Emergency Contact

Relationship to Applicant _____

Name _____ Day Phone _____ Evening Phone _____

Street _____ City _____ State _____ Zip Code _____

Have you lived in Illinois for the last 6 months? Yes No

Are you a United States citizen? Yes No

If not a citizen, are you a permanent resident? Yes No Registration No. _____

A legible copy of both sides of the Alien Registration Card must be included with the completed admission application.

Have you completed the master's degree? _____ If not, when will you complete it? _____

Program: **Doctor of Education in Educational Leadership** Program Code: **DR-EDDL** Major Code: **EDDL**

Have you applied to another graduate program at CSU? _____ If yes, which program? _____

Did you previously attend CSU? _____ If yes, when did you last attend? _____

Name(s) in chronological order by dates attended of all colleges /universities. Please list last date first.

<u>Undergraduate</u> College/University	<u>Dates Attended</u>	<u>Degrees</u>	<u>Major</u>	<u>GPA</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Graduate</u> College/University	<u>Dates Attended</u>	<u>Degrees</u>	<u>Major</u>	<u>GPA</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

• Information is voluntary and requested for reporting purposes only and will not be used to discriminate against any applicant in the admission decision process.

1. Please attach a double-spaced, typed statement describing your professional goals and academic and research interests. You may include past work in your proposed or an allied field of study, employment, non-course educational experiences or publications. A personal statement will help CSU to become acquainted with you in ways different from courses, grades, test scores and other objective data. Individual departments may require their own "personal statements" which must be completed *in addition* to this short statement. Use the attached form for your goal statement response.

2. If you have an Administrative Certificate (**Type 75**) or Provisional/Administrative Certificate (e.g., **Type 76 or 26**) give

Type _____ and Certificate # _____

3. Were you ever required to leave any college, graduate or professional school? _____ If yes, please explain _____

4. Please attach a copy of your vita/resume. If a copy is not available, please list any academic, business or industry positions (including summer employment) you have held during the past five years.

I certify that all of the answers I have given on this application are accurate to the best of my knowledge. I understand that withholding the required information requested on this application will make me ineligible for admission or subject to dismissal. I also understand that unless the application is completed in its entirety, **all remaining documents will be discarded after one year**. The Graduate School interprets submission of the application as knowledge and understanding of the guidelines and procedures described herein.

I give my consent to CSU to contact my references for recommendations. With full understanding of the confidential nature of each recommendation, I hereby waive my right, present or future, which I might have to review these confidential recommendations.

Signature (Your application cannot be processed without a signature.) _____

Date _____

The following questions are important to CSU for service and/or statistical data only and will in no manner positively or negatively affect your application for admission.

1. How did you learn about Chicago State University? _____

2. Have you completed at least one year of active duty in the United States military? Yes No.

Service Dates: _____ Month _____ Year / _____ Month _____ Year Veteran File No.: _____

DEPARTMENT OF EDUCATIONAL LEADERSHIP, CURRICULUM AND FOUNDATIONS

Doctor of Education in Educational Leadership

GOAL STATEMENT

Directions: Please describe reasons for pursuing a doctoral degree in educational leadership. Also indicate your academic and research interests. Your statement should be typed and double-spaced.

Type name

Signature

Date

GRADUATE RECOMMENDATION FORM

Applicant: Complete the top half of the document, and then send to the individual from whom you are requesting a letter of recommendation on your behalf. Enclose a stamped, addressed envelope for their convenience. You need three recommendations; therefore you will need to make two more copies of this form. Please address this correspondence to The Ed.D. in Educational Leadership Program, Chicago State University, 9501 South King Drive, Education Building, Room 112W, Chicago, IL 60628-1578.

Section I: To be completed by applicant.

Name of Applicant: _____
Last (Family) First Middle

Social Security Number: _____/_____/_____

Program/Degree Intent: Doctor of Education in Educational Leadership

Term/Year of Entry: Fall _____ (year)

In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, materials in the student's file, such as the recommendation form, are open to inspection upon request, unless the student has waived the right of access in advance. Your right to review the recommendation is considered waived if you do not respond.

I hereby waive my right to access retain my right to access.

Applicant's Signature

Section II: To be completed by the person recommending the above individual.

Dear Colleague

The above named individual is an applicant for admission to the Graduate School as a doctoral student in the **Doctor of Education in Educational Leadership** program. We would appreciate a candid assessment that nearly describes the student in comparison with a representative group of students or employees in this field. Please use this form to rank the student on the listed qualities and provide written comments about the student.

Length of time you have known applicant _____

In what capacity? _____

Please rate the applicant on each characteristic in comparison with other students at the same academic level.

Personal Characteristics

	Outstanding (Top 5%)	Excellent (Top 10%)	Very Good (Top 25%)	Above Average (Top 50%)	Below Average (Below 50%)	Unable to Comment
Self Reliance and Independence						
Ability to Work with Others/Accept Criticism						
Leadership Skills						
Emotional Stability and Maturity						
Rank Among Other Candidates You Have Known						

Scholarship

	Outstanding (Top 5%)	Excellent (Top 10%)	Very Good (Top 25%)	Above Average (Top 50%)	Below Average (Below 50%)	Unable to Comment
Intellectual Ability for Graduate Work						
Motivation for Graduate Work						
Degree of Mastery in Subject Area						
Oral English Expression Skills						
Written English Expression Skills						
Critical Thinking Skills						
Potential as a Researcher						

Teaching Ability (when applicable)

	Outstanding (Top 5%)	Excellent (Top 10%)	Very Good (Top 25%)	Above Average (Top 50%)	Below Average (Below 50%)	Unable to Comment
Effectiveness and Originality in Classroom						
Enthusiasm and Ability to Stimulate Students						
Potential as a Teacher/Clinician						
Overall Potential for Graduate Study						

In the space below, please provide a written assessment of the applicant, indicating her/his strengths and weaknesses with respect to advanced study in the chosen field. You may include a statement of whether the applicant should be admitted to a doctoral program. Please be as specific as possible. If you prefer, feel free to attach a letter to this form.

Name of Person Recommending the Applicant: _____

Position or Title:

Institution: _____ Phone Number _____

Address: _____ E-Mail: _____

Signature: _____ Date: _____

Please mail recommendation in sealed envelope to: Ed.D. in Educational Leadership Program, Chicago State University, 9501 South King Drive, Education Building, Room 112W, Chicago, IL 60628-1578.