

Admission Requirements for the Ed.D. Degree **Curriculum & Supervision (C&S) Non-licensure Track**

1. Application Form (**enclosed**): A completed application form submitted by the priority deadline of October 15. All other application materials must be received by the final deadline of November 2.
2. Application Fee: A nonrefundable application fee of \$50. Checks should be made to Union University.
3. Official Transcripts (**form enclosed, if needed**): Official transcripts from ALL undergraduate and graduate schools attended. The minimum requirement for admission is an official Master's degree transcript from a regionally accredited college/university with a minimum GPA of 3.20. In addition, students must ensure that transcripts received from non-US institutions are translated and evaluated by a recognized agency and forwarded directly to Union University.
4. Test Requirements: Official test scores for the GRE must be forwarded to Union University (Institution Code: 1826), reflecting scores for all three sections of the GRE (verbal, quantitative, and writing). Results must be current within the last five years. For all applicants who are not native English speakers, a TOEFL test is required and official test scores must be forwarded to Union University, 1050 Union University Drive, Jackson, TN 38305 (Institution Code: 1826).
1. Recommendation Forms (**enclosed**): Every Ed.D. applicant must submit four (4) recommendation forms—one from her/his principal/supervisor, two from fellow teachers/professional colleagues, and one from a graduate professor from his/her prior graduate program. Each form is to be returned to the Graduate Program Office at the address noted below. Applicant should provide addressed, stamped envelopes for this purpose.
5. Career Aspiration Essay (**enclosed**): Applicants must submit an essay, typewritten and not to exceed 750 words, that addresses their reasons for seeking this particular degree and degree program, their leadership career aspirations, and their future professional goals.
6. Teacher Licensure: Applicant applying for admission to the Ed.D. with a specialization in P-12 School Leadership must provide proof of teacher licensure.
7. Applicant is expected to have at least 5 years of experience in the education sector.
8. Leadership Role: Applicants are expected to have served a minimum of two years in a leadership position.

9. Current professional resume or curriculum vita.
10. Immunization Record Form (**enclosed**) along with proof of immunity to measles, mumps, and rubella (vaccinations MMR #1 and MMR #2).

The applicant will also be required to complete an interview with the Director of the Program and another with a panel of graduate professors who will make a recommendation to the Dean and Graduate Admissions Committee regarding admission to the Ed.D. program.

All completed materials; applications, fees, transcripts, and supplementary materials should be returned to the following address:

Graduate Studies in Education
Union University-Jackson
1050 Union University Drive
Box 1876
Jackson, TN 38305

Graduate Studies in Education
Union University-Germantown
2745 Hacks Cross Rd.
Germantown, TN 38138

Graduate Studies in Education
Union University-Hendersonville
106 Bluegrass Commons Blvd.
Hendersonville, TN 37075

Notification: Each student will be notified in writing of the decision regarding his/her admittance into the program.