Admission Requirements for the Ed.D. Degree
Instructional Leadership (IL) Licensure Track

1. Application Form: 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: 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).

5. 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 appropriate Graduate Program Office at the address noted below.

6. Recommendation Form from Director of Schools (enclosed): This form is to be completed by the Director of the school system (or his/her designee) where the applicant is employed. This form is to be returned to the Graduate Program office.

7. Leadership Role: Applicants are expected to have served a minimum of two years in a leadership position.

8. 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.

9. Teacher Licensure: Applicants applying for admission to the Ed.D. with a concentration in P-12 School Leadership must provide proof of teacher licensure.

10. Copy of most recent performance appraisal (In TN, the Framework for Evaluation and Professional Growth)
11. Verification of Experience Form (http://www.state.tn.us/education/lic/doc/ed2034a.pdf) completed by applicant’s school system; must indicate at least 5 years of experience in the education sector.

12. Current professional resume or curriculum vita.

13. Immunization Record Form (enclosed) along with proof of immunity to measles, mumps, and rubella (vaccinations MMR #1 and MMR #2).

14. Signed Acknowledgment Form of SLLA Test Requirement for Graduation (enclosed). The candidate for the Ed.S. degree (Instructional Leadership track) MUST PASS the Praxis II SLLA test in order to complete the Ed.S./Instructional Leadership program. The test will be taken in mid-June of the second year of the program; results should be received mid-July so that the candidate will know if he/she will complete the Instructional Leadership license. If the test is not passed, the candidate can receive the Ed.S. in Curriculum and Supervision (non-licensure).

15. Personal Summary:
   Compile a brief current professional development plan (professional goals and plan for accomplishing each goal);
   a. Describe how the Ed.S./Ed.D. program will assist in reaching those goals;
   b. Describe concisely how you have improved student achievement;
   c. Include documentation of data showing improvement in student achievement (summary of TVAAS/TCAP data, Gateway scores, etc.)

The applicant will be required to complete an interview with the Director of the Program and another with an IL licensure Screening Committee comprised of university and public school personnel who will make a recommendation to the Dean and Graduate Admissions Committee regarding admission to the IL licensure program. Also required is a personal interview by a panel of graduate professors who will make a recommendation to the Dean and Graduate Admissions Committee regarding admission to the doctoral program itself/Ed.D.

All completed materials, applications, fees, transcripts, and supplementary materials should be returned to the graduate program office of the appropriate campus. See addresses below:

Graduate Studies in Education
Union University, UU Box 1876
1050 Union University Dr.
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.