Administrative Leadership and Policy Studies
Executive Leadership Program Application Checklist

SEHD Mission: Leadership for Educational Equity
Prepare and inspire education and mental health leaders to have a profound impact in fostering student opportunity, achievement and success in urban and diverse communities.

Use the checklist below to ensure that you have a complete graduate application packet. **NOTE:** Please include a valid email address with your application. The Student Services Center uses email as its official means of communication concerning your application and admission decision.

This program has a rolling admissions deadline. Please apply prior to registering for your first course.

1. **Graduate Application Part 1 and In-State Tuition Classification form** (Colorado residents must complete both). Intended Major Dept. code is GR-LADM.

2. **$50.00 application fee** (check or money order made out to the University of Colorado Denver).

3. **Resume.** It is preferred that your resume lists a minimum of 5 years leadership experience in the field of education.

4. **Written statement.** Describe your interest in the program, your special strengths, and the goals you hope to achieve through your work in the program.

5. **One letter of recommendation.** Please provide a recommendation from a superintendent or a district supervisor, indicating support for your pursuit of the program and clinical work in the district. The recommendation form and letter itself should be returned to you in an original, unopened envelope to include in your complete application packet.

6. **Two official transcripts from all universities/colleges attended.** A master's degree or equivalent is required with at least a 3.0 GPA. A minimum undergraduate GPA of 2.75 is also required. Submit transcripts from institutions granting previous degrees. Transcripts are to be issued to you and should be submitted together in the original, unopened envelopes with your application packet.

7. **This checklist.** Submit your application in a manila envelope as one complete packet in order of this checklist. **To send your application by FedEx or a similar service, please call to obtain our ground address.**

**Submit your complete application to:**
University of Colorado Denver
School of Education & Human Development
Student Services Center
Attn: ADMISSIONS – ALPS ELP
Campus Box 106, P.O. Box 173364
Denver, CO 80217-3364

If you would like to drop off your application in person, please visit our office at 1380 Lawrence Street, Suite 701.