Doctor of Education in Leadership for Educational Equity
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.

Deadline Open for Summer 2012

Please check your preferred area of concentration: ___ Instructional Leadership OR ___ Executive Leadership

1.  **Graduate Application Part 1 and In-State Tuition Classification form**  (Colorado residents must complete both).  Intended Major Department code may be left blank. Indicate your intended degree as EdD.  International students can find additional details on admission requirements at [http://thunder1.cudenver.edu/InternationalAdmissions/index.htm](http://thunder1.cudenver.edu/InternationalAdmissions/index.htm)

2.  **$50.00 application fee** (check or money order made out to the University of Colorado Denver).  $75 for international

3.  **Resume.**  Applicants must have and show a minimum of 5 years experience in an educational P-20 or community-based context.

4.  **Written statement.**  Describe background, career goals and reasons for applying to the program in 5-7 pages.  Delineate a significant problem of practice or pressing question that you hope to explore through inquiry in this program, being sure to specify your preferred area of concentration.  Provide a rationale as to why this problem or question is relevant to today’s educational contexts.  Also, describe the breadth and depth, using examples, of your educational (P-20 or community-based) leadership experiences, as they are an important factor in admission decisions.  In addition, address how you will make time in your life to meet the time demands of the program (i.e. at least 15 hours of work per week )

5.  **Two or three professional artifacts.**  Include examples of your work that illuminate your leadership experiences within your most current/recent positions.  Be sure to explain the role you played in the development of the artifact and the degree to which you were a primary or secondary contributor.

6.  **Three professional letters of recommendation.**  Provide each recommender with a recommendation form.  The completed recommendation form should be attached to the letter and returned to you in the original, unopened envelope to include in your complete application packet.

7a.  **Two official transcripts from every university/college attended.**  Master’s degree required with a recommended GPA of 3.2. Transcripts are to be issued to you and should be submitted together in the original, unopened envelopes with your application packet.

7b.  **Your records should show completion of a statistics course with B or better grade within the past five years.**
   Please indicate the title of the statistics course and when/where it was taken: ______________________
   If you have met the statistics requirement by successfully passing the UC Denver proficiency test, check here ________

8.  **Official Graduate Record Exam (GRE) scores.**  Minimum recommended score (verbal+quantitative) is 1000. Analycital writing score is not required, Scores must not be older than five years (as of November 1, 2010) and must be sent electronically by the Educational Testing Service (ETS) to UC Denver (institution code 4875).  Please also include a note in your application packet, indicating your scores.

9.  **This checklist.**  Submit your application in a manila envelope as one complete packet in order of this checklist.  Please postmark your application by the deadline.  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 - EdD
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.