



DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP AND POLICY STUDIES



APPLICATION FOR GRADUATE ADMISSION - for Illinois Residents

ADMISSION STATEMENT

The Doctor of Education in Educational Leadership and Policy Studies program at Judson University graduates exemplary leaders who are prepared to make substantial contributions to the educational profession as writers, speakers, administrators, and researchers. This doctoral program is designed for professionals seeking a deeper understanding of the powerful role leadership plays in the lives of all educational leaders. Throughout the course of study, doctoral students are immersed in a collaborative culture that is purposefully designed to enhance their scholarly abilities. Applicants to the program must have three years of acceptable professional experience.

Admission to the program is open to qualified applicants who successfully progress through a tiered enrollment process designed to identify the strongest candidates for doctoral study at Judson University.

- Tier I** Applicants submit a complete application packet. Upon a favorable review, applicants will advance to Tier II in the admission process.
- Tier II** Applicants will be invited to interview with members of the Doctoral Admissions Committee and to provide a live writing sample. Upon a favorable recommendation from the committee, applicants will advance to Tier III in the admission process.
- Tier III** Applicants will be invited to prepare and deliver a brief presentation on a leadership-related topic for members of the Doctoral Admissions Committee.
- Tier IV** Applicants will be invited to participate in a group interview with other potential doctoral candidates. Following the group interview, the Doctoral Admissions Committee will meet to make their final recommendation for admission. Upon a favorable recommendation from the committee, applicants will receive a letter of acceptance and be invited to enroll in the Doctor of Education in Literacy program at Judson University.

NOTICE OF DECISION

Decisions regarding admission are determined by the Doctoral Admissions Committee in consultation with the program directors. A candidate's performance in all Tiers of admission will be considered in the committee's final decision. Applicants will receive notification of their status once a complete application packet has been received. Questions regarding application status may be directed to the administrative assistant for Graduate Programs in Education by calling 847-628-1105. Note: Incomplete application packets will not be reviewed.

Please mail a complete application along with all required ancillary materials to the program directors:

Dr. Brenda Buckley-Hughes / Dr. Joy Towner
Directors – Doctor of Education Programs
Judson University
1151 N. State Street
Elgin, IL 60123

BIOGRAPHICAL/PROFESSIONAL INFORMATION:

First Name	Middle Initial	Last Name	(Maiden Name)	
Street Address	City	County	State	Zip
Home Phone	Business Phone		Cell Phone	
Personal E-mail Address	Business E-mail Address		Date of Birth	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single		Social Security Number	

The federal government requests that all institutions of higher learning provide information related to race/ethnicity.
Responses are optional.

Are you Hispanic/Latino? ☐ Yes ☐ No In addition, select one or more of the following races if applicable:

☐ American Indian/Alaska Native ☐ Native Hawaiian/Pacific Islander ☐ Black/African American ☐ White ☐ Asian

If you are not a U.S. citizen, please complete the following:
Immigrant

☐ Permanent Resident in the U.S. ☐

Alien Registration Number

Country of Permanent Residence

Religious/Denominational Affiliation:

Are you a member of a church? ☐ Yes ☐ No

Church Name & City:

How many years of professional work experience have you completed? _____

Please provide your current job title and a brief description of your duties. Identify specific age/grade levels with which you work most closely, if applicable.

Please provide the name and mailing address of your place of employment as well as the name, title, email address and phone number of your supervisor. P-12 educators should identify the district but list the school building as the address.

EMPLOYMENT: Please provide your employment history for the past ten years beginning with your most recent employer.

Employer	City/State	Phone	Dates of Employment

ACADEMIC EXPERIENCE: Please identify the colleges/universities that granted your bachelors and masters degrees.

College/University	City/State	Degree(s) Earned	Dates Attended

PROFESSIONAL AFFILIATIONS: Please identify any professional organizations in which you hold active membership.

Organization	Phone	Membership No.

TUITION: All tuition payment plans include the cost of books and data analysis programs, three-year memberships in American Educational Research Association (AERA) and the Association for Supervision and Curriculum Development (ASCD), three-year subscriptions to Educational Researcher, Educational Leadership and one additional journal of choice, cohort trips to the AERA and ASCD national conferences (including registration, transportation, and hotel expenses), and the university technology and commencement fees.

Please indicate the payment option you will most likely select for your Judson student account.

- ☐ Annual Payment: Four equal payments due on May 1st each year of doctoral study. Total Cost: \$46,200.
- ☐ Per Billable Term: Eight payments over eight terms, with the first payment due May 1st and all other term payments due July 1st and January 1st. Total Cost: \$46,200.
- ☐ Payment Plan (Payplan): To pay monthly, a payment plan may be set up each semester. A \$60 Payplan application fee is assessed for each Payplan setup. Students interested in learning more about Payplan should contact Linda Newman in Student Accounts at 847-628-2055 or linda.newman@JudsonU.edu. Total Cost: \$46,200 + Payplan fees.
- ☐ Graduate students who receive employer tuition reimbursement from his/her district or the government, contact Linda Newman in Student Accounts at 847-628-2055 or linda.newman@JudsonU.edu to discuss your specific situation and how best to manage your account. An additional fee may apply.

Will you apply for financial aid in the form of student loans? ☐ Yes ☐ No If yes, please complete a Free Application for Federal Student Aid (FAFSA). Contact the Financial Aid Office at 847-628-2534 for assistance.

REFERRAL INFORMATION:

How did you learn about the Doctor of Education in Literacy Program?

- | | |
|---|--|
| <input type="checkbox"/> Judson Faculty Member | <input type="checkbox"/> Mailing/Brochure |
| <input type="checkbox"/> Professional Colleague | <input type="checkbox"/> Newspaper Advertisement |
| <input type="checkbox"/> Judson Alumni | <input type="checkbox"/> Judson Website |
| <input type="checkbox"/> Admissions Counselor | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Current Judson Student | <input type="checkbox"/> Radio Advertisement |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Other |

CONTACT JUDSON UNIVERSITY

Doctor of Education in Educational Leadership
and Policy Studies
Dr. Brenda Buckley-Hughes, Director
Dr. Joy Towner, Director

1151 N. State Street | Elgin, IL 60123
bbuckley-hughes@judsonu.edu | 847.628.1093
jtowner@judsonu.edu | 847.628.1088
www.judsonu.edu

Please identify the specific source of your referral (e.g., The Courier News, Prof. Charles Dickens) to this program. If multiple individuals referred you to this program, please identify the person you feel is primarily responsible for your decision to apply.

COHORT SELECTION:

Please indicate which year you are interested in entering the Doctor of Education Program:

- ☐ May 2023 ☐ May 2024

If you are not admitted for the year you prefer to begin (due to lack of available space in the program) would you be willing to accept a guaranteed place in a future cohort? ☐ Yes ☐ No

ADDITIONAL REQUIRED DOCUMENTS:

Note: An application will not be reviewed unless all of the required ancillary materials are provided. Please be sure to include the following items with your completed, signed, and dated application:

- ☐ An updated resume/vitae
- ☐ Completed survey: "Am I Ready for the Doctor of Education Program at Judson University?"
- ☐ Application fee of \$200.00; check should be made payable to Judson University.
- ☐ Signed copy of the Attendance, Grading, & Communication Policy
- ☐ Copies of any teaching or administrative licenses
- ☐ Official (signed and sealed) transcript(s) of all masters work; a GPA of 3.35 or higher on a 4.0 scale is preferred.
- ☐ Three comprehensive letters of recommendation specific to this doctoral program: two letters should be provided by colleagues who can speak to your professional experience as an educator; the third letter should address your character and should be provided by someone other than a relative. Each letter should be in a sealed envelope with the writer's signature crossing the seal.
- ☐ Typewritten, double-spaced essay (not to exceed 750 words). Topic: In reflecting on your professional growth since the beginning of your career, what patterns or themes emerge that define you as a professional?

The whole of the above will be considered regardless of any particular strengths or weaknesses within a single component.

I certify that the information provided on this application is correct to the best of my knowledge. I understand that failure to answer any questions truthfully, fully, and accurately may make me ineligible for admission to Judson University or may result in my dismissal from the University.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> Packet reviewed by program directors ____/____/____ | <input type="checkbox"/> Presentation completed ____/____/____ |
| <input type="checkbox"/> Status letter mailed ____/____/____ <input type="checkbox"/> I <input type="checkbox"/> D | <input type="checkbox"/> Status letter mailed ____/____/____ <input type="checkbox"/> GI <input type="checkbox"/> D |
| <input type="checkbox"/> Interview and writing sample completed ____/____/____ | <input type="checkbox"/> Group interview completed ____/____/____ |
| <input type="checkbox"/> Status letter mailed ____/____/____ <input type="checkbox"/> P <input type="checkbox"/> D | <input type="checkbox"/> Final status letter mailed ____/____/____ <input type="checkbox"/> A <input type="checkbox"/> D |