



DOCTORATE OF EDUCATION (EdD) IN SCHOOL IMPROVEMENT

Your complete application packet should be submitted to the Graduate School by the following application deadline:

SUMMER SEMESTER 2010 COHORT

FRIDAY, JANUARY 22, 2010

Your application packet should include all of the following materials, Please send as one complete package, with the exception of the [Certificate of Immunization](#) (see form for instructions), directly to the Graduate School, University of West Georgia, 1601 Maple Street, Carrollton, Georgia 30118. Inquiries related to your application status should be directed to the Graduate School by calling 678-839-6419, or via e-mail at gradsch@westga.edu. The fax number for the Graduate School is 678-839-5949. **CHECK YOUR APPLICATION STATUS ONLINE by clicking on [HOW TO APPLY](#) (item #9) on the Graduate School's web site.**

- ___ 1) Completed application for admission
- ___ 2) Non-refundable \$30.00 application fee (one time only)
- ___ 3) One official transcript from each college or university attended to complete graduate degree(s). If you attended the University of West Georgia, the Graduate School will request a copy of this transcript for you.
- ___ 4) Three letters of recommendations on the [Ed.D. in School Improvement recommendation form](#) from individuals (not faculty members) who can speak to your work in school improvement in sealed, signed envelopes.
- ___ 5) Photocopy of your highest teaching/educator certificate (Level 5 or higher) or equivalent certificate
- ___ 6) An official Graduate Record Examination ([GRE](#)) Score - Minimum composite score of 1000 with at least 450 on the verbal section and 450 on the quantitative or analytical section – whichever score is higher of the two sections on scores submitted before October 2002. Test scores submitted after October 2002 require Verbal, Quantitative, and Analytical Writing test scores. **Please understand that the Miller Analogies Test (MAT) will not be acceptable for admission into the Ed.D. in School Improvement program.**
- ___ 7) A complete vitae listing contact information (including email address), educational background, employment history, experiences with school improvement, awards and recognitions, presentations, etc.
- ___ 8) A 500 - 750 word essay that presents your personal goals related to school improvement and how this program can help accomplish them.
- ___ 9) A signed acknowledgement of the [Ed.D. in School Improvement Mission Statement](#)
- ___ 10) [Documentation](#) of your supervisor's support for your doctoral studies and related activities
- ___ 11) [Satisfactory Certificate of Immunization](#) (new students only)
- ___ 12) [EdD in School Improvement Academic Honor Form](#)

Documentation of the following minimum requirements for admission to the doctoral program should be part of the application packet submitted:

- a) Master's degree or higher in education or a related field from a regionally accredited institution
- b) A minimum cumulative graduate GPA of 3.0 on a 4.0 scale
- c) Three years of public/private school experience

After your completed application has been received by the Graduate School, it will be sent to the Director of the Ed.D. program. Applicants will be invited to campus for a required orientation session and asked to complete a writing sample responding to a school improvement prompt. Selected applicants will be invited back for an interview. For more information, please contact the School Improvement program office.

IMPORTANT PHONE NUMBERS

School Improvement Program	678-839-6062	coe.ed.westga.edu/edd/
College of Education	678-839-6570	coe.westga.edu/
Financial Aid	678-839-6421	www.westga.edu/finaid/
Registrar's Office	678-839-6438	www.westga.edu/~registra/

The Graduate School's web site (www.westga.edu/~gradsch/) has links to all graduate programs. Tips on completing the application process are found at the Ed.D. in School Improvement web site. **You can check your application status online at www.westga.edu/~gradsch by clicking on "HOW TO APPLY".**

Revised: 07/09/2009