



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 2012 COHORT

WEDNESDAY, FEBRUARY 15, 2012

The application cycle begins on **TUESDAY, NOVEMBER 1, 2011**. All applications must be in by the deadline provided above.

Please send all documents, except the [Certificate of Immunization](#) (see form for instructions), directly to the Graduate School, University of West Georgia, Carrollton, Georgia 30118-4160. Please allow 7-10 business days to process your application. CHECK YOUR APPLICATION STATUS online at www.westga.edu/~gradsch/ by clicking on [HOW TO APPLY](#) (Item #9).

- ___ 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) 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 sections. GRE scores cannot be more than 10 years-old (from the application deadline date). **Please understand that the Miller Analogies Test (MAT) will not be acceptable for admission into the Ed.D. in School Improvement program.**
- ___ 6) A vitae listing education and employment history, experience with school improvement, awards, recognitions, etc. Please be sure to include your current and complete contact information, including an active email address.
- ___ 7) A 750 – 1,000 word essay that indicates your personal goals and suitability for the School Improvement Program. If you do not have professional experience in schools, you **must** include a rationale for your application to the Doctoral Program in School Improvement. In your essay, you may include a brief discussion of any literature (e.g., research articles, textbooks) that has informed your professional practice or otherwise influenced you in some way. (Please include appropriate APA citations.)
- ___ 8) A signed acknowledgement of the [Ed.D. in School Improvement Mission Statement](#)
- ___ 9) [EdD in School Improvement Academic Honor Form](#)
- ___ 10) [Satisfactory Certificate of Immunization](#) (new students only). This form must be sent directly to the Department of Health Services. Please contact the Department of Health Services at 678-839-6452 should you have any questions.

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 or see www.westga.edu/eddsi/index_12914.php.

IMPORTANT PHONE NUMBERS

School Improvement Program	678-839-6062		www.westga.edu/eddsi/
College of Education	678-839-6570		coe.westga.edu/
Graduate School	678-839-6419	678-839-5949 (FAX)	Email: gradsch@westga.edu
Financial Aid	678-839-6421		www.westga.edu/finaid/
Registrar's Office	678-839-6438		www.westga.edu/registrar/

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](#).