



Ed.D. in Leadership

We look forward to supporting you through the application process. You can find application [support resources here](#). The online application includes additional guidance, but this document provides information to help make your application as strong as possible. The Educational Leadership faculty engage in a holistic review process and closely review each of the components below.

Important Dates:

September 15, 2023: The application system opens.

February 1, 2024: Online application (and fee) deadline.

February 15, 2024: All materials due.

Step 1: Online application.

Create your online graduate application account. Below Graduate Programs, choose “2024 Applications” then “Application for all other graduate programs” here:

<https://www.vcu.edu/admissions/apply/graduate/>

Please consider the following in deciding which program/modality is the best fit for you:

- **All EdD students** must attend an in-person residency on VCU’s Monroe Park campus in the first summer of the three-year program. The residency will run all-day both days. Please plan accordingly so you can attend in-person:
 - Summer 1 Residency: **June 7-8, 2024** in Richmond, VA
- The EdD program starts in the summer semester. Students will take two classes per semester (Summer, Fall, and Spring) for 7 semesters and one class per semester for the final two semesters.
- ***Online cohorts** meet synchronously online for 1-1.5 hours on Wednesdays between 5 and 8 pm and also include asynchronous work to be completed during other designated timeframes within the semester.
- ***Face-to-face cohorts** (F2F) meet on the Monroe Park Campus
 - Five full-day Saturdays a semester with additional asynchronous work..
 - Weekly on Thursday evenings starting between 4 and 6 pm and lasting 2-2.5 hours. Some Thursday classes are a hybrid format with both F2F classes and synchronous sessions.

* Note: A minimum number of students is required to administer a given cohort or modality.

Step 2: Letters of Recommendation.

The system has an area for you to submit the names and emails of recommenders. Select a “Due Date” anytime before February 15. Use the “Notes” area to share what you would like your references to highlight to support your statement of intent or other areas of your application. We recommend you give recommenders at least two weeks to write and submit their letter.

- Chosen recommenders should know the applicant well and have a favorable opinion of the applicant's capability. Recommenders should focus on the applicant's motivation, attitude, teamwork, contributions, reliability, communication (written/oral), ability to reflect, time management, and other such skills. Try to include people who have seen you in various professional situations. Generally, we suggest applicants include one supervisor (past or current), one academic (e.g., past instructor), and a third recommender of your choosing (e.g., professional colleague). If asking a prior instructor is not possible, choose a professional contact who can speak to skills and examples that translate well to a classroom environment and leadership development. TIP: Send your statement of intent to recommenders. Provide recommenders specific areas you wish them to address that align with your unique background and career that will bolster or add additional context to your application. Letters of recommendation are critical to our holistic understanding of applicants. As such, we highly encourage recommenders to provide in-depth and individualized letters.

Step 3: Writing Samples.

Applicants must submit two required writing samples. *Each writing sample should be no more than two-pages single-spaced (excluding references), must respond directly to the prompts below, and must be generated by the applicant.* Submit both statements in a single document and label each statement accordingly.

1. **Statement of Intent.** The EdD in Leadership at VCU centers leadership for social justice and equity. Keeping that in mind, describe your leadership pathway and how VCU's EdD in Leadership will contribute to your career and to your desired areas of impact. For example, how have you been a leader in your professional life thus far? What leadership skills do you hope to build? Why is this program a good fit for your goals and why is now a good time to pursue an EdD for you?
 - A statement of intent is an essay that demonstrates an applicant's ability to convey ideas in relation to the program mission and values. While academic writing is subjective and can take on different forms, the personal statement is evaluated based on clarity of ideas, writing mechanics, and your expressed dispositions. We invite applicants to complete the statement of intent in any format (e.g., narrative, creative, essay, etc.) that best answers the prompt and showcases who you are as a person.
2. **Writing Sample.** Write an essay responding to the following question: Describe a time you received critical feedback in a professional capacity (e.g., the feedback was challenging to hear or harshly given). What happened? How did you respond?
 - A writing sample is an essay that demonstrates an applicant's ability to convey ideas about receiving critical feedback and their response. While academic writing is subjective and can take on different forms, the writing sample is evaluated based on clarity of ideas, organization, use of evidence, and writing mechanics. We invite applicants to complete the writing sample in any format (e.g., narrative, creative, essay, etc.) that best answers the prompt and showcases who you are as a leader.

Step 4: Transcripts.

You can upload PDF copies of your unofficial transcripts for the review/decision process. You will be required to submit official academic transcripts from all attended institutions before enrollment. If you have completed another program at VCU and have unofficial copies, please upload these to expedite the process. Admissions can manually pull your transcripts, but it takes time. Please send your official transcripts to one of the following addresses:

E-Transcripts: gradmail@vcu.edu

Mail: VCU Office of Graduate Admissions, Box 843051, Richmond, Virginia 23284-3051

Step 5: Testing Requirement.

You may choose to submit a GRE or MAT score to support your application, but it is *not* required. [Testing resource is here](#). International applicants should submit a TOEFL score, IELTS score, or confirm a language waiver by completing VCU's English Language Program, please refer to [VCU's information for international applicants](#).

Step 6: Supplemental Questions Section.

Please rank-order your preferred concentration – Higher Education, K12, General Leadership (nonprofit, military, for-profit, etc.), or a combined cohort of Higher Education, K12, and/or General Leadership. You will be asked to rank-order all four with 1 being your highest preference. We take into account your preference but a minimum number of students is required to administer a cohort.

Step 7: Professional CV or Resume.

Include institutions attended, degrees awarded and areas of expertise, work history and experience, professional/community service involvement, and any applicable awards and honors. Your resume or CV should highlight how you meet the required minimum of three years of leadership experience. Your writing sample may be used to provide additional context if needed.

Step 8: Submit Application Fee and Click “Submit.”

Please submit the application fee in order to submit your application. The application and fee must be submitted by **February 1, 2024**. Incomplete applications (missing a reference, transcript, etc.) after February 15 will ***not be reviewed*** for the summer 2024 cohort.

Step 9: Receiving and accepting your admissions decision.

You will be emailed in mid-April with an admissions recommendation from the Program Director. Your official admissions decision will come from VCU graduate admissions. If accepted, you will respond to your decision through your application portal in order to begin registering for classes.

Step 10: Prepare for Enrollment.

[If admitted, review the Accepted Graduate Student Checklist](#) for your next steps at VCU.

Please contact us with any questions: soeinfo@vcu.edu and/or soeogs@vcu.edu

Please contact Dr. Beth Bukoski, the EdD Program Director, for questions about the program or application components: bukoskibe@vcu.edu