



**Admission Information and Application Packet  
Ed.D. Educational Leadership**

California State University Long Beach  
1250 Bellflower Blvd., Academic Services Room 201  
Long Beach, CA 90840-2012  
562.985.4998

**Application Deadline is February 15**

Students are admitted for the summer term only. Coursework begins in May.

**Program Purpose**

The Ed.D. in Educational Leadership Program at California State University, Long Beach conceptualizes leadership as a scholarly, intellectually, professionally, and practically informed endeavor grounded in the concept of respect for equity, diversity, and social justice. Given this focus, the overall purpose of the program is to educate and prepare candidates to 1) understand, analyze, and challenge the overall purpose of education from multiple perspectives, 2) comprehend, analyze, and reflect upon the historical, cultural, organizational, legal, ethical, economic, and political contexts of schools within a leadership context, and 3) act as agents and advocates of change as part of the expanding and evolving nature of education to meet the needs of a diverse society.

Graduates of the program will be qualified for a variety of leadership positions in education and education-related settings, such as superintendent, central office administrator, school principal in P - 12 settings, or chancellor, president, or administrator in community colleges or 4-year universities.

**Program Vision**

To build a dynamic, rigorous, and inclusive doctoral program that prepares leaders to make remarkable differences in the educational lives of others.

**Program Mission**

To support dynamic, transformative, socially responsible leaders who engage others, value diversity, operate with academic integrity, and believe in people and their educational futures.

**Program Structure**

Doctoral candidates participate in a learning cohort community and experience an interdisciplinary approach to the study of educational leadership, teaching and learning, organizational development, management, and research within a three-year program of study. The program is designed for working professionals. Classes are offered in the evenings and on Saturdays.

**Ed.D. in Educational Leadership Program Minimum Admission Requirements**

1. Evidence of an earned baccalaureate degree and master's degree or equivalent from accredited institutions of higher education,
2. A cumulative grade point average of at least 3.0 in upper-division and graduate study combined,
3. Good standing at the last institution of higher education attended.

## **Application Instructions**

Entrance is restricted to the summer semester only. Admission to the CSULB Ed.D. in Educational Leadership Program is highly competitive. A cohort of 25 - 30 students will be admitted each summer semester. The application deadline is February 15th.

Two applications must be completed for admission:

1. The Ed.D. in Educational Leadership Program Application (included in this packet)
2. The CSULB Graduate Admissions Application (available at [www.calstate.edu/apply](http://www.calstate.edu/apply))

Instructions on how to complete both applications are detailed below.

### **The Ed.D. in Educational Leadership Program Application**

The Ed.D. Program Application is available in this packet or online at: [www.ced.csulb.edu/edd-leadership](http://www.ced.csulb.edu/edd-leadership). Please download, complete, and print the application for submission directly to the Ed.D. Program Office. There is no fee to complete the program application.

Submit pages 3 and 4 (included in this packet), a current resume, statement of purpose, writing sample, employer letter of support, and 3 letters of recommendation to the Ed.D. Program Office. Applicants may mail in their documents as they become available, or they can submit all the documents together.

Upon receipt of your program application (pages 3 and 4), an e-mail confirmation will be sent. Qualified applicants will be invited for an interview with the Admissions Committee. You will be contacted by e-mail to schedule an interview. It is important to provide an accurate e-mail address or phone number to avoid any delays in the admissions process.

A postmark date of February 15th is acceptable.

### **The CSULB Graduate Admissions Application**

The CSULB Graduate Admissions Application is available to complete and submit online at: [www.calstate.edu/apply](http://www.calstate.edu/apply). If you are unable to complete the application online, please contact the Ed.D. Program Office at 562-985-4998 for more information. There is a \$55.00 non-refundable fee to complete the application and payment can be submitted online.

Access to this application closes on February 15th at midnight.

### **Steps to Complete the CSULB Graduate Admissions Application**

1. go to [www.calstate.edu/apply](http://www.calstate.edu/apply)
2. complete the FALL 2019 Graduate Admissions Application (available on October 1)
3. click on the "Apply Now" tab at the top of the page
4. Create an account and keep user name and password in a secure place
5. select the correct campus name (Long Beach) and search for the Ed.D (Doctoral) Program
6. Select the program and click on "Continue to my application"
7. A "dashboard" will load providing access to each part of the application you need to complete and an overview of how many sections in each part need to be completed. You will see your progress as you complete various sections
8. Letters of Recommendations on Cal State Apply are known as Evaluations. Please add your recommenders name and email information in the Evaluations Section, so they'll receive their individualized link.

9. You do not need to complete the online application all at once. You may access your application and change your answers by using your login credentials from any computer with Internet access. Your application can be completed online and submitted electronically once you have entered the required information. Be sure to submit the application prior to the deadline.
10. When you are ready to submit, hit submit and pay the \$55 application fee.

**You DO NOT need to complete the following:**

- Test Scores (unless you already know your scores and can manually add them). You will still need to send these through ETS
- Academic Coursework: You will need to input school name, dates of attendance, GPA, degree earned and Major, but can bypass inputting every single course you took.
- The Statement of Purpose: Instead of providing a statement of purpose only, you will be submitting your "Personal Statement" to the office of Educational Leadership along with your program application.

**For technical assistance contact the Hotline:**

Call: 857-304-2087 (Available Monday-Friday, 9am-5pm)

E-mail: [CalStateApply@liaisoncas.com](mailto:CalStateApply@liaisoncas.com)

Web: <http://www2.calstate.edu/apply/faq/Pages/default.aspx>

**Application: Ed.D. Educational Leadership**

California State University Long Beach  
1250 Bellflower Blvd. Academic Services Room 201  
Long Beach, CA 90840-2012  
562.985.4998

Deadline: February 15  
Complete and submit pages 3 and 4 with the Supplemental Documents (page 5)

**A. Personal Information**

Name: \_\_\_\_\_

Previous or Other Name (if any) \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**B. Specialization (select one)**

Pre-K - 12 Leadership     Community College/Higher Education Leadership

**C. Education Background**

I have attended CSU Long Beach    My CSULB ID# is: \_\_\_\_\_

Name of Institution	Major	Degree	Year Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Office Use

On file  
 On file  
 On file  
 On file  
 On file

1 set of official transcripts (for each post-secondary institution attended) has been sent directly to:

Office of Enrollment Services  
California State University, Long Beach  
1250 Bellflower Blvd.  
Long Beach, CA 90840-0106

**D. GRE Test Scores**

Date of Exam      Verbal      Quantitative      Analytical Writing  
\_\_\_\_\_  
\_\_\_\_\_

Official GRE scores have been sent directly to Enrollment Services by ETS (school code: 4389)

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 ETS

If you have not taken the GRE yet, please indicate your test date: \_\_\_\_\_

**E. Resume**

Current Employer: \_\_\_\_\_

Current Position: \_\_\_\_\_

Office Use

On file

**F. Statement of Purpose**

The statement of purpose is limited to 2 - 3 double spaced typed pages. It should address the following areas: (a) your educational experiences that have prepared you to embark on a doctoral program; (b) your professional work experiences as an educational professional, highlighting specific examples demonstrating your leadership skills; (c) your general philosophy of leadership which includes your beliefs on inclusiveness, diversity, and your commitment to critically assessing current educational challenges facing leaders in urban settings and; (d) your reasons for seeking a doctoral degree and how it will help you meet professional goals.

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**G. Writing Sample**

Examples of acceptable samples might include representative research reports, publications, class papers, or a master's thesis. If you would like your writing sample returned to you after the Admissions Committee has completed their review, please check the box below.

Please return my writing sample.

Office Use  On file

**H. Letters of Recommendation**

Please list your references and indicate if the letters are included with your application or submitted via Cal State Apply. If one of your letters is from your supervisor (Employer Letter of Support), please indicate below by checking the appropriate box.

	Included	Online	Supervisor
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**J. CSULB Graduate Admission Application**

By checking this box, I confirm that I have completed a Graduate Admissions  Application for California State University, Long Beach and paid the \$55.00 application fee at [www.calstate.edu/apply](http://www.calstate.edu/apply).  
*Instructions on how to complete the Graduate Admissions Application are available on page 2 of this application packet.*

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**J. Applicant Signature**

I certify that the information provided on this application and the documents provided, is accurate, complete, and honestly presented. I confirm that I wrote the statement of purpose and that it is, in its entirety, my own original work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

An e-mail confirming receipt of your application will be sent within 3 business days of its arrival at the Ed.D. Program Office.

Questions? Contact Kimberly Word at [kimberly.word@csulb.edu](mailto:kimberly.word@csulb.edu) or 562-985-4998

## Supplemental Documents

### Official Transcripts

Official transcripts for all postsecondary coursework must be submitted directly to Enrollment Services. Official transcripts are not required for coursework completed at CSU Long Beach.

### GRE Scores

GRE General Test scores are required in order for your application to be considered. There is no minimum score requirement. The exam must have been completed within the past 5 years, older scores will not be considered.

### Resume

The resume must include all pertinent and dated education and work experience information. The resume should also include information that responds to the following four areas: 1) demonstrated preparation and experience in leadership related to education, 2) scholarship and research potential which might include academic awards, publications, thesis work, or research interests, 3) technological proficiency, and 4) professional or community service activities. Please limit the resume to 2 - 3 pages.

### Writing Sample

The purpose of the writing sample is to demonstrate the level of the candidate's writing skills and his/her degree of readiness to embark on a writing intensive academic experience. Examples of acceptable samples might include representative research reports, publications, class papers, or a master's thesis. (If submitting a master's program thesis, the Ed.D. Program Office will return the copy when the application review is complete. Please indicate this preference on the Application Checklist).

The sample will be evaluated on the following four dimensions: 1) the ability to identify and address a significant educational problem or issue within your discipline, 2) the ability to demonstrate insight and thoughtful commentary regarding the problem, 3) the ability to communicate ideas clearly and concisely, and 4) the ability to produce a product that is mechanically correct and free from grammatical and spelling errors.

### Statement of Purpose

The function of the Statement of Purpose is to allow the Ed.D. Program admissions committee an opportunity to learn more about each candidate. Please limit the statement to 2 - 3 double spaced typed pages. The statement should be clear, concise, and mechanically correct. It should address the following areas:

1. your educational experiences that have prepared you to embark on a doctoral program,
2. your professional work experiences as an educational professional, highlighting specific examples demonstrating your leadership skills,
3. your general philosophy of leadership which includes your beliefs on inclusiveness, diversity, and your commitment to critically assessing current educational challenges facing leaders in urban settings and,
4. your reasons for seeking a doctoral degree and how it will help you meet professional goals.

### Employer Letter of Support

A letter of support from your immediate supervisor is required indicating his/her knowledge of your intention to enroll in a doctoral program and his/her support of the endeavor. The supervisor may complete a letter of recommendation to fulfill this requirement (this letter can be included with the three required letters of recommendation). Please indicate on your Application Checklist which reference is your supervisor.

If a supervisor's letter cannot be provided, please include a personal statement describing your plan for meeting your professional responsibilities and the demands of the program. Please keep the statement to no more than 1 typed double spaced page.

### Letters of Recommendation

Three letters of recommendation are required. In addition to a letter of recommendation, please ask each reference to also complete the Ed.D. Educational Leadership Recommendation Form (see page 6). Each recommendation form must be signed by the applicant in the wavier section at the top of the form. The letter and the completed recommendation form should be either placed in a sealed envelope and signed across the seal or submitted online via Cal State Apply. The deadline for letters of recommendation is February 15.

# Recommendation Form: Ed.D. Educational Leadership

**Application Deadline is February 15**

I do  I do not waive my right of access to this confidential letter of recommendation and similar evaluative statements received in connection with my admission to the Ed.D. Program at CSU Long Beach. I understand that I am not required to waive my right to access these materials as a condition of receipt of any service or benefit provided by the campus and that this waiver does not preclude my requesting the name of those individuals who provide confidential statements or evaluations.

Applicant Name: \_\_\_\_\_

Applicant Signature: \* \_\_\_\_\_

*\*If you are sending this form electronically and you are not able to sign or check the box above, the default selection is that you are waiving your right of access to this letter of recommendation and evaluative statements.*

	Exceptional (Top 5%)	Outstanding (Top 10%)	Above Average (Top 25%)	Average (Mid 25%)	Not Applicable	Below Average (Lowest 50%)
Depth of preparation and experience in public education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstration of educational leadership potential and skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Record of successful experience in educational leadership roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem solving ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interest in critically assessing educational practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commitment to bringing about improvements in education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of challenges facing California education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall leadership and scholarship potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Strongly recommended
- Recommend
- Recommended with qualifications
- Not recommended

Please attach a letter (on letterhead) making specific comments about this applicant. Please write candidly about the applicant's educational leadership potential and skills, ability to succeed in a rigorous program of doctoral study, and interest in critically assessing and bringing about improvements in educational policies and practices.

Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

On behalf of the applicant and California State University, Long Beach we thank you for taking the time to complete this Letter of Recommendation.

Ed.D. Program Office  
California State University, Long Beach  
1250 Bellflower Blvd.  
Long Beach, CA 90840-2012  
Attn: Kimberly Word