



Tift College of Education

- **Ph.D. in Educational Leadership**

Graduate Application for Admission

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TIFT COLLEGE OF EDUCATION
Educational Leadership Program
3001 Mercer University Drive
Atlanta, Georgia 30341
Atlanta Area: (678) 547-6550
Macon Area: (800) 548-7115
www.mercer.edu/education

Application Instructions for Graduate Admissions

The Tift College of Education's Educational Leadership Program uses self-managed applications for admission to its programs. The self-completing structure of this application process allows greater control of the completion of the application file. The applicant is responsible for collecting all required application materials, with the exception of official test scores, and submitting them in one packet. ***Missing documents may delay the evaluation of your application.***

- The only item that will be sent separately is the **official GRE** score report. **The Educational Testing Service institution code for submission of official score reports is Mercer University Atlanta, Institution Code 4369.**
- The Office of Admissions will notify applicants upon receipt of the application packet. The admission evaluation will not begin without a complete application.
- Send all application materials, regardless of campus location to which you are applying, to the Department of Educational Leadership, Atlanta Campus, 3001 Mercer University Drive, Atlanta, Georgia 30341.

1. Application

Complete the application for graduate admission. Please provide all the information requested.

2. Application Fee

Please include the \$35 application fee in the form of a check or money order made payable to *Mercer University*. **Do not send cash.** The application fee is **non-refundable** and will not apply toward tuition. Former or current students of Mercer University need not submit another application fee.

3. Unofficial GRE

If you have already taken the GRE and have the score results, we request that you include this information with the application. For example, you may submit a copy of the unofficial score report given at the time the test was taken (sometimes referred to as the “walk-out score report”) or a copy of your examination score report received through the mail. This is especially critical if there is not sufficient time to receive the official score report before the application deadline. This will expedite the admission decision process and allow the Tift College of Education to reach a conditional decision. **This does not replace the requirement of an official score report for those applicants who are offered admission. GRE scores more than six years old cannot be honored.**

4. Official Transcripts

Submit two official transcripts from each college and university attended. Transcripts are required for both undergraduate and graduate course work, regardless of length of stay or if the grades are listed on another school's transcript. A transcript request form is provided to assist you in this process. Complete the transcript request form and submit it to each school's registrar. The registrar will return the transcripts to you in a sealed institution envelope. **Do not open the envelope.** Include the official **sealed** transcript with your application materials.

- Transcripts from all colleges and universities attended (including Mercer University) must be submitted, even if the transcripts were previously provided in support of another application to Mercer University.

5. Letters of Recommendation

Three professional letters of recommendation are required. For the P-12 School Leadership Track, one of those letters must come from the candidate's current school or school system supervisor. If the candidate is not currently employed in a school system, a letter from the applicant's most recent employer is required. Partner school systems may require additional application criteria before issuing letters on behalf of the candidate.

6. A signed and dated narrative of career and academic goals.

Submit a brief (1-2 pages) typed document describing your educational and professional goals.

Graduate Admissions Requirements

General Information

1. The Ph.D. in Educational Leadership offers two tracks.
 - The P-12 in Educational Leadership Track (candidates must hold current L-5 certification) and
 - The Higher Education Leadership Track
2. The program is offered in Atlanta and Macon.
3. A minimum of three complete years, or nine semesters, including summers, will be required to complete the program.
4. Classes are in the evenings, one or two evenings a week. Each semester has two eight-week sessions. Mentoring and internship experiences are required.
5. Candidates take two or three courses each semester, including summer.

Admission Requirements for the Ph.D. in Educational Leadership

All applicants must file a written application for admission to graduate studies. General qualifications for admission are a bachelor's degree and a master's degree from a regionally accredited college or university. Not all qualified applicants will be accepted. Individuals applying for the Ph.D. program must provide the following:

- A completed Ph.D. in Educational Leadership application form.
- A \$35 non-refundable admissions processing fee with the check made payable to Mercer University.
- For the P-12 School Leadership Track only: A copy of current L-5 certification from the Georgia Professional Standards Commission.
- A copy of recent GRE scores (within the last six years).

The target score is 1100 for Verbal and Quantitative sections combined and 4.0 for the writing section. GRE scores are not the sole criterion for admission. Applicants with lower scores may apply, but will need to provide compelling evidence of their potential to complete doctoral level work.

- A current vita or resume.
- Two official copies of transcripts of all academic work. The applicant should have a minimum cumulative graduate GPA of 3.5.
- Three professional letters of recommendations. For the P-12 School Leadership Track, one of these letters must come from the applicant's school system supervisor.
- A signed and dated narrative of career and academic goals.

Submit all items in one packet and mail to:

Educational Leadership
Mercer University
3001 Mercer University Drive.
Atlanta, Georgia 30341

Once application materials are complete, applicants who meet the above requirements will be scheduled to complete an in-person writing sample. Those who demonstrate proficient writing skill will be interviewed by faculty.

Ph.D. in Educational Leadership Graduate Application for Admission

Send all application materials, regardless of campus location to which you are applying, to the following address:

Mercer University
Tift College of Education
Educational Leadership Program
3001 Mercer University Drive
Atlanta, Georgia 30341

Semester/Year Fall 20____

Application Fee U.S. residents (\$35)

Campus Location Atlanta Macon

Academic Program: Ph.D. in Educational Leadership

P-12 School Leadership Track (candidates must hold current L-5 certification)

Higher Education Leadership Track

(Please type or print)

Name

Last

First

Middle/Maiden

Address

Number and street

City

State

Zip

Social Security number _____ Birthdate _____ Birthplace _____

Telephone Home (_____) _____ Business (_____) _____

Cell (_____) _____ E-mail _____

Citizenship status (check one) U.S. citizen

Permanent resident (if resident alien, attach copy of permanent visa)

Non-resident alien (visa type _____)

Optional Information:

The following information is gathered for purposes of compliance with state and federal reporting requirements only. Failure to provide information will not adversely influence the admission decision.

Ethnic origin: White African American Native American Hispanic Asian

Alaskan Native Other

Gender: Male Female

Veteran: Yes No

How did you hear about Mercer University's Master of Education in Educational Leadership Program?

GRE Information:

Have you taken the GRE? Yes No If yes, total score (Verbal and Quantitative) _____
Analytical _____ Date _____
mo/yr

If no, please indicate the date you plan on taking the GRE: _____

Have you requested an official score to be sent to Mercer University, Atlanta, Institution Code 4369? Yes No

Education:

Please list in order of attendance each college or university you have attended (including Mercer University) regardless of length of stay, number of credits earned, or whether the grades are listed on another school's transcript.

School	Location	Dates Attended	Credits/Degrees Awarded
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment/Professional Experience:

Current/Most Recent Employer _____

Employer Address _____

Employer Telephone _____

Job Title _____ Dates _____
mo/yr to mo/yr

Major responsibilities (include number of people reporting to you) _____

If you have been in your current position for fewer than four years, please list your previous employer.

Employer _____ Dates of Employment _____

If you are currently employed as a teacher, please indicate:

School _____ Grade Level _____

(For P-12 School Leadership Track) Level and Field of Current Teaching and/or Leadership Certificate

I certify that the information given on this application is true and complete. I understand that if found otherwise, it is sufficient cause for possible rejection or dismissal.

Signature of Applicant _____ Date _____

Mercer University does not discriminate based on race, religion, gender, color, or national origin and complies with applicable state and federal laws.

Tift College of Education

■ Ph.D. in Educational Leadership

◆ Atlanta

◆ Macon

Transcript Request Form

To the applicant:

Please complete this form and use it to request two (2) official transcripts from **all** colleges/universities you have attended. Photocopy this form as needed. The institution will return transcripts to you in an official sealed envelope. Transcript envelopes should be included unopened with your other required application documents.

Please note: Many institutions charge a fee for transcripts. Check your institution's transcript policy in advance.

Please print or type

Applicant's Name _____
Last First Middle/Maiden

Mailing address _____

College/University _____

Social Security number or student identification number _____

Dates in attendance _____ Degree and year _____

I authorize the release of two official transcripts of my academic record to the Tift College of Education, Mercer University, Atlanta, Georgia

Signature _____ Date _____

To the Registrar:

The individual named above is applying to the Tift College of Education at Mercer University and requests that two (2) official transcripts be released to us. Please enclose this form with the transcripts in your envelope. Seal the envelope, sign across the seal, and return the sealed envelope to the applicant so it can be included with his or her application. If your institution has a policy that prohibits the release of transcripts directly to students, please send the transcripts to the following address:

**Educational Leadership Program
Tift College of Education
Mercer University
3001 Mercer University Drive
Atlanta, Georgia 30341**