



Tift College of Education

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

Graduate Application for Admission

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TIFT COLLEGE OF EDUCATION
Educational Leadership Program
2930 Flowers Road South, Suite 335
Atlanta, Georgia 30341
Atlanta Area: (678) 547-6422
Macon Area: (478) 301-6422
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 and submitting them by the specified deadline date, whether as one packet or in separate mailings. Applicants may apply online or via paper. **Missing documents may delay the evaluation of your application.** Once application materials are complete, applicants who meet the requirements will be scheduled to complete an in-person writing sample. Those who demonstrate proficient writing skill will be interviewed by faculty.

- 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 Mercer University Atlanta Tift College of Education, Educational Leadership Program, 2930 Flowers Road South, Ste. 335, Atlanta, Georgia 30341.

1. Application

Complete the online or paper 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. Official GRE

GRE scores more than five years old cannot be honored and will likely not be available to order from Educational Testing Services (ETS), who only archives them for five years. When you take the computer-based GRE, you should select "MERCER U EDU LEADER PRO" as the institution from the designated graduate institution list. If you have taken the GRE within the last five years, and have unofficial score results or your personal test-taker copy that was mailed to you, please include a copy with the application. The unofficial report can temporarily suffice until your official score reports are received. **This does not replace the requirement of an official score report for those applicants who are offered admission.**

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. An optional transcript request form is provided to assist you; however, your previous institutions' process may be faster, so checking their website is recommended. It is advised to request official transcripts to be mailed directly to Mercer, however, if you opt to have the registrar return the transcripts to you in a sealed institution envelope, **do not open the envelope.** Include the official **sealed** transcript with your application materials. If transcripts were previously provided in support of another application to Mercer University, you do not need to resubmit those transcripts.

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. Double space the document and use Times New Roman font, size 12.

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 should submit an online or paper 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, either online or paper.
- 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.
- An official copy of recent GRE scores (within the last five 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 showing 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 1-2 page narrative of career and academic goals, formatted double-spaced, Times New Roman font, size 12.

Mail materials to:

Mercer University Atlanta Tift College of Education
Educational Leadership Program
2930 Flowers Road South, Ste. 335
Atlanta, Georgia 30341

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 Atlanta
Tift College of Education
Educational Leadership Program
2930 Flowers Road South, Ste. 335
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, your scores were: Verbal _____ Quantitative _____
Analytical Writing _____ Date taken _____

Have you requested an official score to be sent to Mercer University Educational Leadership Program Atlanta?
 Yes No

If you have not taken the GRE, please indicate the date you plan on taking it: _____

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 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:

**Mercer University
Tift College of Education
Educational Leadership Program
2930 Flowers Road South, Ste. 335
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