Concordia
UNIVERSITY·SAINT PAUL
Responsive. Relevant. Real.

Thank you for your interest in Concordia's Ed. Specialist and Doctoral cohort programs. We are pleased to bring our convenient, advanced graduate programs to your local area. We want what you want – for you to be a high quality professional educator with an advanced graduate degree. Children and their development and learning is our mission. Our partnership with you can bring that mission to a reality. An affordable tuition rate has been arranged for teachers, and space in each cohort is limited to 22 students. Once you submit your application (Step 1), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(612) 806-0684** or by email at **mtaylor@graduateprogram.org**.

> **NOTE:** Concordia University strictly limits class size to 22 students and accepts applications on a first-come, first-served basis.
>
> **Complete step 1 below to reserve your seat in this program.**

Apply online at http://graduateprogram.org/concordia-saint-paul/eds/application-checklist for faster processing.

1 Application (Page 3-4)

Submit your **application online** or complete page 3-4 and return by fax to **(800) 504-7618**.

Once you have reserved your seat, turn to Page 2 to complete the remaining admission steps. Congratulations on your pursuit of a post-graduate degree with Concordia University St. Paul!

Sincerely,

Mikila Taylor
Graduate Information Office
(612) 806-0684
mtaylor@graduateprogram.org

> Once you have reserved your seat, please continue with the following steps to complete your admission file.
> Note: You will not be eligible for financial aid until your admission file is complete.

Complete your application steps online at: **http://graduateprogram.org/concordia-saint-paul/eds/application-checklist**

2 Financial Aid & Payment Options (Pages 5 & 6)

Determine how you plan to pay for the program: Financial Aid, Pay-As-You-Go or payment in full.

If using Financial Aid, complete the **FAFSA** online. For more information, see page 5. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan or paying tuition in full, follow the instructions on page 6.

3 Official Transcripts (Page 7)

Arrange for official, sealed transcripts of your Master's degree to be sent to Concordia University - Saint Paul. For further instructions, see page 7.

4 Writing Sample (Page 9)

You may submit your writing sample directly to the Graduate Information Office **online**. If you prefer to submit your essay another way, please respond to the prompt on page 9.

Ed.S: Educational Specialist program students please write a statement (1-2 pages typed) covering your employment history and long-term academic and professional goals.

Ed.D: Those seeking admission into the Doctorate in Education (Ed.D.) program should submit a Master's level writing sample. A sample of work from a previous Ed.S or Master's program will be acceptable.

5 Letters of Recommendation

Visit the **online checklist** to submit contact information for your references, and the Graduate Information Office will request them on your behalf.

Ed.S: Submit two letters of recommendation from individuals who can attest to your readiness for a post-graduate degree and preparation for leadership studies. One letter should be from a direct supervisor and the other should be from a professional in the field of education.

Ed.D: Students seeking admission to the Doctorate in Education (Ed.D.) program should arrange to have three letters of recommendation completed.

6 Current Resume

You may submit your resume directly to the Graduate Information Office **online**, or if you prefer, please email, fax, or mail your resume according to the instructions below.

7 Interview with Program Director

Once your admission documents have been received, Concordia University - Saint Paul will contact you to schedule an interview with the Director of Credentialing.

Completing your application steps online at **http://graduateprogram.org/concordia-saint-paul/eds/application-checklist** will allow for more immediate processing of your application.

If you choose to submit paper forms for any of the steps above, documents should be emailed, faxed or mailed to:

Concordia University - Saint Paul
Office of Graduate Admission
1282 Concordia Avenue
St. Paul, MN 55104

(800) 504-7618

mtaylor@graduateprogram.org

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Please complete and sign the following application and return by fax to **(800) 504-7618** or by mail to Concordia University - Saint Paul, Office of Graduate Admission, 1282 Concordia Avenue, St. Paul, MN 55104.

Have you applied to Concordia St. Paul for this degree/program in the past? ☐ Yes ☐ No

Name

First	*Middle*	*Last*
Maiden	*Preferred*	*Former*

Prefix [ ] **Suffix** [ ] **Social Security Number** [ ]

Date of Birth [ ] ☐ **Male** ☐ **Female**

Address [*Street*] [*City*] [*State*] [*Zip Code*] [*Country*]

Phone # ( ) **Cell #** ( ) **Is it okay to send you text messages?** ☐ Yes ☐ No

Email Address [ ] **Fax Number** [ ]

Employer [ ] **Title Held** [ ]

Employer Address [*Street*] [*City*] [*State*] [*Zip Code*]

Work Phone ( ) **Work Fax** ( ) **Work Email** [ ]

Intended Major (check one)

Ed. Specialist (Ed.S)

☐ Principal Licensure *(for licensed teachers)*
☐ Principal Licensure *(alternative path for non-licensed teachers)*
☐ Superintendent Licensure *(for licensed teachers)*

Doctoral (Ed.D):

☐ Educational Leadership

Start Date: ☐ Fall 2019 **Cohort Location:** ☐ Saint Paul ☐ Online

My Master's degree was conferred at:

College [ ] **City** [ ] **State** [ ]

Are you a first generation college student? ☐ Yes ☐ No **Are you a U.S. Citizen?** ☐ Citizen ☐ Non-Citizen ☐ Permanent Resident

Immigration Status [ ] **Country of Birth** [ ] **Is English your first language?** ☐ Yes ☐ No

Have you served in the military? ☐ Yes ☐ No **What is your military status?** [ ]

Do you plan to use military benefits at Concordia? ☐ Yes ☐ No **What is your military branch?** [ ]

Are you a MN certified teacher? ☐ Yes ☐ No **How many years of teaching experience do you have?** [ ]

Have you ever been convicted of a felony? ☐ Yes ☐ No **If Yes, Please Explain** [ ]

[ ]

If you wish to apply for financial aid please see page 5 for more information.

Concordia University's annual security report includes statistics concerning reported crimes that occurred on campus or in certain off-campus buildings. The report also includes institutional policies concerning campus security. Obtain a copy of this report by contacting the Security and Safety office or by accessing the following web site: **http://www.csp.edu/security** or calling **(651) 641-8777**. Intentional falsification of information on this application may be cause for denial of admission to the University.

Signature [   ] **Date** [   ]

All application documents submitted to Concordia University, St. Paul by the applicant or on the applicant's behalf become property of Concordia University, St. Paul and cannot be released back to the applicant or to any other institution.

I hereby give Concordia University, St. Paul permission to use my likeness in any promotional or news release generated by the university or any agent appointed by the university. This information may contain photos, quotes, or statistical information about myself. I also give Concordia University the permission to print my name in regard to any honors I receive from the university. If you are not in agreement with these terms, please contact the Office of Admissions directly.

Concordia University- St. Paul is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first class. For help, please contact the Graduate Financial Aid Department at **(651) 641-8776**.

How to Apply for Financial Aid

1 **Complete the Free Application for Federal Student Aid at www.fafsa.gov**. Students should submit the 2019-2020 form. You will need your 2017 Federal Tax Return. Students will also need your FSA ID (**https://fsaid.ed.gov/npas/index.htm**) and Concordia's School Code (002347). When you are completing the FAFSA you will want to use the IRS Data retrieval process to report your income information. Graduate students are considered independent for financial aid purposes.

2 **Review your Student Aid Report (SAR) for accuracy**. You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.

3 **You will receive your financial aid award letter from Concordia.** This lists the financial aid that you qualify for.

4 **Accept or Decline Your Award.** To accept or decline your award, on your CSP Connect student portal, find your award letter under the Financial Aid Information tab. Click to accept the terms and conditions of your award and accept or decline your award. Be sure to contact the Financial Aid Office if you have any questions about your award.

Award Amounts For Ed. Specialist (Ed.S.) Students (Cost Per Credit = $415)

Semester	Fall	Spring	Summer
Credits	6 Credits	6 Credits	6 Credits
Tuition	$2490	$2490	$2490

Award Amounts For Doctoral (Ed.D.) Students (Cost Per Credit = $615)

Semester	Fall	Spring	Summer
Credits	6 Credits	6 Credits	6 Credits
Tuition	$3690	$3690	$3690

Note: Be sure to accept a loan amount that will cover the cost of the highest semester tuition because the loan will be divided equally by 3 automatically by the federal government.

5 **Complete Loan Entrance Counseling and the Master Promissory Note**. Complete the Federal Stafford Loan Requirements by going to **https://studentloans.gov**. Select 'Graduate' student in the blue box. Within the federal Stafford Loan text, you will have the option to click on 'Completing the Stafford Loans'. Please complete both the Stafford Loan Entrance Counseling and Master Promissory Note at this site. We will be notified within 48 hours after it has been completed.

Questions? Call Graduate Financial Aid at (651) 641-8776

The Federal (Title One) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Concordia University - Saint Paul is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit http://1.usa.gov/teacherforgiveness for more information.

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To view your balance due, you will need to access your account online through CSP Connect. Go online to **https://connect.csp.edu/** and log in. Click on the "Financial Aid and Billing" tab and go to "My Account."

Tuition and fee charges, *including any balance due after disbursement of financial aid**, must be paid using one of the following options:

1 **Payment In Full** (or the total balance due after accounting for financial aid*) by the **first Wednesday in October.**
*Financial aid awards typically include loan opportunities, for which you must complete and sign a Master Promissory Note (MPN). Failure to complete and sign an MPN will delay disbursement of Federal loans.

2 **CSP Installment Plan**
- In this plan, you will make payments in up to two installments, plus a $35 enrollment fee, according to the timeline below.**
- Students eligible for financial aid that have not completed requirements and have not received aid by the **first Wednesday in October** will be automatically enrolled in the CSP Installment Plan.

****CSP Installment Plan Timeline**

First Payment - due the first Wednesday in October	1/2 of outstanding balance
Second Payment - due the first Wednesday in November	Remainder of outstanding balance

Late Payments

Late payments will be assessed a 1% late fee. All fees must be paid in full by the end of each term before being allowed to register for upcoming semesters. If you have previously registered for future terms, and fail to make payment, you will be deregistered from those terms. Should you leave the institution during the semester, you forfeit your right to use the installment plan and your balance will be immediately due in full.

Students Receiving Financial Aid

Students should be prepared to pay for books, etc., from personal funds until financial aid is disbursed. If you are receiving a Pell Grant for the current academic year, and expect a refund check after all aid is disbursed (approximately three weeks after your start date), you may request a book voucher to purchase your books and supplies. Only students who meet the specified qualifications previously mentioned will be eligible to use a book voucher to purchase books and supplies (see your Financial Aid Counselor for more information). All Financial Aid (loans, scholarships, grants) will show on the student account by the **first Wednesday in October.**

Third party awards are applied to the student account when received. If you are using third party awards (i.e. Employer Reimbursement), you are responsible to pay for all education charges upfront, and may be reimbursed once Third Party Payment is received.

All students are required to have a signed financial arrangement form on file with your Financial Aid Counselor.

Registration may be cancelled at any time for non-payment of fees.

Questions?
Contact the Graduate Financial Aid Department at 651-641-8776
or by email at **gradfa@csp.edu**

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Concordia University - Saint Paul requires official transcripts showing your completed Master's degree. Students in the Ed.S. program must show a cumulative GPA of 3.25 in your Master's degree. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the application process; however, official sealed transcripts are required in order to be admitted to Concordia. Follow the steps below to request transcripts from each school that you attended.

To Order Transcripts:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.

2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(612) 806-0684**.

Please have all official transcripts sent to:

Concordia University - Saint Paul
Office of Graduate Admission
ATTN: Kristine Erickson
1282 Concordia Avenue
St. Paul, MN 55104

Please have all Official Electronic Transcripts sent to:

admissions@csp.edu

Remember: An admission decision cannot be made until all transcripts are received.

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Complete this form only if you are seeking to transfer credit from graduate coursework into this program.

This form must be returned in order for your transcripts to be evaluated.

The following steps provide applicants the opportunity to receive an UNOFFICIAL transcript review from the Graduate Admission Office. This UNOFFICIAL review can be used to determine transfer credits you may receive for coursework completed at another university/college.

NOTICE: This process is only available for applicants who can provide readable copies of transcripts. All applicants are still required to submit official, sealed transcripts from all universities and colleges attended. Actual credit for courses will not be awarded until your official, sealed transcripts are received, and you are fully admitted to the college. Concordia University-Saint Paul accepts a maximum of nine graduate level credits to be transferred into the Ed.S. and a maximum of 12 graduate level credits to be transferred into Ed.D programs. Courses transferred in must be at a post-master's degree level and have been completed within the past 5 years. Transfer credits cannot have been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the Director of Credentialing.

1 You must submit an Application for Graduate Admission to reserve your seat for the off-campus program of your choice. (See page 3-4 of this packet)

2 Submit a copy of your transcript(s) or official, sealed transcript(s)

3 Please complete the information and the Transfer Courses Grid below.

Note: A course description or syllabus MUST be provided for each course you wish to transfer. An incomplete form or failure to provide required documents will result in delay or denial of credit transfer requests.

Full Name _____ *First* _____ *Last* _____ *Middle*

Address _____ *Street* _____ *City* _____ *State* _____ *Zip Code*

Home Phone ( ) **Work Phone** ( ) **Cell Phone** ( )

Email Address: _____

Degree Program _____ **Location** _____ **Start Date** _____

Requirement		Substitution Requested			
Course Name & Number	Credits	Course Name & Number	School Transferred From:	Credits	Grade

Rationale for substitution _____

Advisor Signature _____ **Date** _____ **Approved** _____ **Denied** _____

Department Chair/Coordinator _____ **Date** _____ **Approved** _____ **Denied** _____

Substitution Recorded _____ **Date** _____ **Approved** _____ **Denied** _____

Director of Credentialing _____ **Date** _____ **Approved** _____ **Denied** _____

Mail or fax this form along with a course description or syllabus for any courses that you would like considered for transfer credit to:

Concordia University - Saint Paul
Office of Graduate Admission
1282 Concordia Avenue
St. Paul, MN 55104

(651) 603-6320

Educational Specialist program students please write a statement (1-2 pages typed) covering your employment history and long-term academic and professional goals. Those seeking admission into the Doctorate in Education (Ed.D.) program should submit a Master's level writing sample. A sample of work from a previous Ed.S or Master's program will be acceptable.

Note: Please provide typewritten statement. **(You do not need to use this form for your statement).**

Fax or mail your Essay to:

Concordia University - Saint Paul
Office of Graduate Admission
1282 Concordia Avenue
St. Paul, MN 55104

(800) 504-7618

mtaylor@graduateprogram.org

For

Experienced educators with at least three years of teaching experience who **currently hold a Master's degree and a valid MN teaching license** and who wish to become licensed as a principal or superintendent in the state of Minnesota while earning a post-graduate degree. *Note: An alternative path is available for non-licensed teachers.*

What you Learn

The Educational Specialist degree is designed to provide Minnesota schools with the highest possible quality principals and superintendents. The goals of this program include the licensure of graduates with the academic and moral standards that epitomize the values of Concordia University.

How you Learn

Online Format: This program is an online cohort. In general, you will finish one 3 credit hour course every 7 weeks. Face to face meetings are not required; however, a weekly one hour synchronous audio/visual chat is required. You will still complete one 3 credit course every 7 weeks.

Blended Format: This program is an accelerated 18 month cohort program. Curriculum is provided in a blended format. During each course, students will meet face-to-face as a group 3 or 4 times per academic session. On weeks that classes do not meet face-to-face, students will complete online activities and discussions in Blackboard to continue their coursework.

Career Outcomes

At completion of the program as outlined below, you will earn an Educational Specialist degree and be eligible for licensure in the state of Minnesota as a K-12 principal or superintendent.

Degree Requirements

Ed.S. Degree - Principal Licensure		
ED 7001	Principal Leadership in 21st Century Schools	3
ED 7003	Principal's Role in Instructional Leadership	3
ED 7009	Principal Internship	2
ED 7010	Principal Internship	2
ED 7011	Principal Internship	2
ED 7004	Data Use and Analysis for Principals	3
ED 7007	Finance & Business Management for Principals	3
ED 7002	HR for Principals	3
ED 7005	Principals and the Facilitation of Change	3
ED 7006	Legal Issues for Principals	3
ED 7008	Ethics & Interpersonal, Effectiveness for Principals	3
ED 7060	eFolio Review of Competencies	0
	Total Credit Hours:	**30**

Non Licensed Teachers Only:	
Independent Study: Teaching Internship	4
Total Credit Hours for Non-Licensed Teachers:	**34**

Ed.S. Degree - Superintendent Licensure		
EdAd 7031	Superintendent Leadership in 21st Century School Districts	3
EdAd 7032	HR Issues for Superintendents	3
EdAd 7033	Legal Issues for Superintendents	3
EdAd 7034	School District & Community Relations/ Superintendents	3
EdAd 7035	Data Use and Analysis for Superintendents	3
EdAd 7036	Critical Analysis of Public Policy for Superintendents	3
EdAd 7037	Superintendents and the Facilitation of Change	3
EdAd 7038	Ethics and Interpersonal Effectiveness for Superintendents	3
EdAd 7039	Superintendent Internship	6
ED 7060	eFolio Review of Competencies	0
	Total Credit Hours:	**30**

Note: Course descriptions for the courses listed above can be found on Pages 12 & 13. This is not an official schedule and your cohort may take these courses in a different order.

For

Experienced educators seeking to further their knowledge in the field of educational leadership for the application of appropriate and specific practices, the generation of new knowledge, and for the stewardship of the profession.

What you Learn

The Doctorate in Educational Leadership (EdD) at Concordia University St. Paul is designed to address three salient areas with a concentration in leadership. The first area of concentration will addresses a core understanding of leadership issues pertaining to exemplary leadership models, ethics, policy making, and special topics. A second area focuses on scholarship for understanding, and producing and evaluating research applicable to improving organizations. The third area provides comprehensive coursework, integrated with Doctorate Field Experience/Research, and designed with flexibility to allow students to focus on areas of specialization of their choosing within leadership.

How you Learn

Online Format: This program is an online cohort. In general, you will finish one 3 credit hour course every 7 weeks. Face to face meetings are not required; however, a weekly one hour synchronous audio/visual chat is required. You will still complete one 3 credit course every 7 weeks.

Blended Format: This program is an accelerated cohort program. Curriculum is provided in a blended format. During each course, students will meet face-to-face as a group 3 or 4 times per academic session. On weeks that classes do not meet face-to-face, students will complete online activities and discussions in Blackboard to continue their coursework.

Career Outcomes

At completion of the program as outlined below, you will earn a Doctorate in Education. Professionally, you will be referred to as a Doctor of Education and your signature line may include Ed.D. after your name.

Degree Requirements

Leadership Core		
ED 7040	Real time/ Relevant Educational Leadership and Educational Reform	3
ED 7046	Introduction to Scholarly Research	3
ED 7041	Data Analysis and Use for Leaders	3
ED 7057	Adult Learning Theories and Foundations	3
ED 7058	Strategies for Adult Learning	3
ED 7042	Human Resource Management in Today's 21st Century organizations	3
ED 7043	Leadership Exemplars	3
ED 7044	Leading Change in Today's Organizations	3
ED 7045	Advanced Leadership Ethics	3
ED 7047	Influences and Assessment of Public Policy	3
ED 7048	Organizational Theory and Analysis	3
	Total Hours:	**33**

Research Core		
ED 7049	Intro to Doctorate level Education (Summer I Residency)	1
ED 7055	Doctorate Field Experience/Research	3
ED7050	Dissertation Preparation (Summer II Residency)	3
ED 7051	Overview of Research Methodology	3
ED 7052	Quantitative Research Methods	3
ED 7053	Qualitative Research Methods	3
ED 7054	Written Comps	0
ED 7056	Elective research methods: i.e. Action Research, ethnological	3
ED 7061	Written dissertation proposal	0
ED 7062	Dissertation	12
	Total Hours:	**31**

Note: Course descriptions for the courses listed above can be found on Page 14. This is not an official schedule and your cohort may take these courses in a different order.
A 1-week on campus residency is required during summers of the 2nd and 3rd years.

ED 7001 Principal Leadership in 21st Century Schools - This course is designed for individuals who desire to pursue a principal position in the future. The primary focus is on the knowledge and skills of leaders who create cultures of excellence; respond to diverse learner needs; facilitate the development of safe, efficient, and effective learning environments; and impact the political, social, economic, legal, and cultural contexts that shape Minnesota schools.

ED 7002 HR for Principals - This course examines the human resources available to principals. It examines the functions and practices in school systems that principals deal with daily. Approaches to management, motivation, professional development, and performance are addressed along with obstacles to effective team development.

ED 7003 Principals' Role in Instructional Supervision - This course investigates the role of the principal relevant to the supervision of instruction and evaluation of teacher performance for the purpose of instructional improvement. A variety of theoretical models for instructional supervision will be reviewed along with their pros and cons. Students will practice supervisory and evaluative strategies.

ED 7004 Data Use and Analysis for Principals - This course will provide the learner an opportunity to use data to inform decision making at the principal level by providing a link between research and practice. Using actual data from their school or district students will learn and use statistical data to create a school improvement plan (SIP) and present it as a project in the course.

ED 7005 Principals and the Facilitation of Change - This course focuses on theories and strategies for leading change in the educational setting. Emphasis is placed on systemic change at the building level. It will consider aspects of change in well managed schools that focus on diverse learner needs as well as safe learning environments that promote a culture of excellence.

ED 7006 Legal Issues for Principals - This course examines the reality of legal issues that the everyday principal must face nearly every day of the school year. The focus is on local, state, and national legal principles and issues related to students and employees. Individual rights and responsibilities related to the legal process, structure of the law, legislation, litigation, and current legal issues are examined in detail.

ED 7007 Finance and Business Management for Principals - This course is designed as a comprehensive overview of public school finance and business management. Students examine the economic, political, and management issues facing public school principals. Lessons address resource allocation and resource distribution in light of the principles of liberty, adequacy, and equity.

ED 7008 Ethics and Interpersonal Effectiveness for Principals - This course is designed to have potential principals examine their own personal ethical profiles and communication styles in light of the ethical struggles they are certain to experience in their lives as school administrators. They will be required to reflect on their communication behaviors in light of their roles as educational leaders and relate those behaviors to ethical theory.

ED 7009 Principal Internship - This full year course is an internship that requires the students to complete a minimum of 320 clock hours over two consecutive semesters at a university-approved school. Under the supervision and support of a university-approved onsite mentor and a university supervisor, the students will identify, plan, and complete a School Improvement Project (SIP) and a variety of administrative tasks, projects, and assignments designed to strengthen performance and professional skills that will assist the students to become a licensed principal in the state of Minnesota.

ED 7031 Superintendent Leadership in 21st Century School Districts - This course is designed for individuals who desire to pursue a superintendent position in the future. The primary focus is on the knowledge and skills of school district leaders who create cultures of excellence; respond to diverse learner needs; facilitate the development of safe, efficient, and effective learning environments; and impact the political, social, economic, legal, and cultural contexts that shape Minnesota schools and districts.

ED 7032 HR Issues for Superintendents - This course examines the human resources available to superintendents and related fiscal issues. It examines the functions and practices in school systems that superintendents deal with daily. Approaches to management, motivation, professional development, and performance are addressed along with obstacles to effective team development.

ED 7033 Legal Issues for Superintendents - This course examines the reality of legal issues that the superintendent must face nearly every day of the school year. The focus is on local, state, and national legal principles and issues related to faculty, students, and employees. Individual rights and responsibilities related to the legal process, structure of the law, legislation, litigation, and current legal issues are examined in detail.

ED 7034 School District and Community Relations for Superintendents - This course focuses on PK-12 school districts developing and sustaining district, family, and community relationships based on collaborative initiatives that help all children learn. Emphasis is placed on selected issues, including communication with the diversity of internal and external publics, including older adults, employee associations, governing boards, parents, and students.

ED 7035 Data Use and Analysis for Superintendents - This course will provide the learner an opportunity to use data to inform decision making at the district office level by providing a link between research and practice. Using actual data from their district students will learn and use statistical data to create a district improvement plan (DIP) and present it as a project in the course.

ED 7036 Critical Issues and Analysis of Public Policy for Superintendents - Educational policy-making processes are examined at the macro (national, regional and state) and micro (local and institutional) levels using a variety of policy models. Selected educational policies at the macro and micro levels are analyzed, using different policy models. Students are expected to identify the factors such as the actors involved, politics, and economical inputs that impact policy formation and implementation.

ED 7037 Superintendents and the Facilitation of Change - This course focuses on theories and strategies for leading change in the educational setting at the district office level. Emphasis is placed on systemic change within the district. It will consider aspects of change in well managed school districts that focus on diverse learner needs, legal accountability, and safe learning environments that promote a culture of excellence.

ED 7038 Ethics and Interpersonal Effectiveness for Superintendents - This course is designed to have potential superintendents examine their own personal ethical profiles and communication styles in light of the ethical struggles they are certain to experience in their lives as school district administrators. They will be required to reflect on their communication behaviors in light of their roles as educational leaders and relate those behaviors to ethical theory.

ED 7039 Superintendent Internship - This full year course is an internship that requires the students to complete a minimum of 320 clock hours over two consecutive semesters at a university-approved school. Under the supervision and support of a university-approved onsite mentor and a university supervisor, the students will identify, plan, and complete a District Improvement Project (DIP) and a variety of administrative tasks, projects, and assignments designed to strengthen performance and professional skills that will assist the students to become a licensed superintendent in the state of Minnesota.

ED 7060 eFolio Review of Competencies

Independent Study: Teaching Internship (For non-licensed teachers) - Participate in 1 year minimum 1050 hour internship where the student will acquire knowledge in curriculum, school organization, philosophy of education, early childhood, elementary, junior high, middle school and senior high school. In addition they will be required to meet the teacher licensure exam requirements.

ED 7040: Real time/ Relevant Educational Leadership and Educational Reform - This course will examine the skills, knowledge and disposition required for Real time/Relevant organizational leaders. Students will study the political, social, economic, legal, and cultural contexts that shape today's organizations.

ED 7041: Data Analysis and Use for Leaders - This course will assist in developing skills to use data to make informed decisions at the organizational leadership level by providing a link between analysis of data and decision making.

ED 7042 Human Resource Management in Today's 21st Century organizations - This course is designed to develop an understanding of the significance of human resources available to leaders and related fiscal issues they will examine the current application, research and theoretical perspectives on human resources management practices in an educational setting.

ED 7043: Leadership Exemplars - This course is design to study in-depth the attributes for leaders who have affected change and examine their methodologies to effect change.

ED7044: Leading Change in Today's Organizations - This course will examine the dynamics that influence the leadership of Real time/Relevant organizations, including such variable as changing demographics, workforce, economics, and technology.

ED7045: Advanced Leadership Ethics - This course is designed to understand the moral and ethical imperative that leaders face.

ED 7046: Introduction to Scholarly Research - This course begins the theoretical discussion of the primary research designs used in educational research.

ED 7047: Influences and Assessment of Public Policy - This course examines the knowledge of how public policy is developed, and how research is used to develop public policy.

ED 7048: Organizational Theory and Analysis - This course focuses on the leadership skills needed to understand the theoretical framework of organizational decision-making, innovations, and identity.

ED 7049: Intro to Doctorate level Education (Summer I Residency) - This course is designed to provide students with the knowledge base of the requirements to be considered a doctorate candidate and the expectations that come with that candidacy.

ED 7050: Dissertation Preparation (Summer II Residency) - This course is designed to provide the students with the skills to: a) develop a research plan, b) develop a line of research, c) understand the use of research methodology, d) conduct a scholarly literature review, e) conduct a comprehensive literature review, f) expand on their research topic, and g) start to develop a framework of a dissertation proposal.

ED 7051: Overview of Research Methodology - This course is designed to provide the student with an overview of the methods of research methods.

ED 7052: Quantitative Research Methods- This course is designed to offer an overview of quantitative research methods, and will provide the critical analysis tools necessary for doing such research.

ED 7053: Qualitative Research Methods - This course is designed to offer investigations into traditional and exploratory processes of qualitative research, and will provide the critical analysis tools necessary for doing such research.

ED 7054 Written Comps - This course is designed for the student to demonstrate their writing skills and ability to articulate a comprehensive thought that captures the theoretical constructs presented in the course content.

ED 7055: Doctorate Field Experience/Research - This course is to offer for doctorate students to engage in a Doctorate Field Experience/Research in an organization of their choosing that will enhance their research agenda.

ED 7056: Elective research methods: i.e. Action Research, ethnological - This course is designed so students will select a research methodology that is in alignment with their proposed research.

ED 7057: Adult Learning Theories and Foundations - This course is designed for students to explore the methods and techniques grounded in adult educational theory.

ED 7058: Strategies for Adult Learning - This course is designed to examine and understand the methods, strategies, practices, technology, and tools employed in facilitating adult learning.

ED 7061: Written dissertation proposal - This course is designed for the student to develop their presentation of the dissertation proposal to a doctorate committee.

ED 7062: Dissertation: - This course is the dissertation development to the final defense.

Thank you for your interest in Concordia University - Saint Paul!

Admissions Requirements

<u>It is in your best interest to complete your admission file as quickly as possible</u>. Generally, within 24 hours of your graduate admission file becoming complete, your file will be reviewed by the Director of Graduate and Degree Completion Admission to determine your graduate school status. Admission to graduate school depends on several factors including a completed application, cumulative GPA, transcripts, and statement of goals. The admission decision is based on the evidence of the candidate's ability to achieve success in a graduate program by the following:

For full admission: A cumulative GPA of 3.25 or better (4.0) scale in master's degree.

For Committee Review: If your cumulative GPA is below 3.25, students must submit complete admissions file for committee review.

If you have any questions regarding your admission status, please feel free to contact us at:

Office of Graduate Admission
Phone: (651) 641-8838
Fax: (651) 603-6320

If you require financial aid, you should start by filing your FAFSA online at **www.fafsa.ed.gov** as soon as possible – please do not wait until you are admitted to start the process. Refer to page 6 or contact our Financial Aid Counselor at **(651) 641-8776** for more information regarding additional financial aid requirements.

Transferring Credits

Concordia University-Saint Paul accepts a maximum of nine graduate level credits to be transferred into the Ed.S. and a maximum of 12 graduate level credits to be transferred into Ed.D programs. Courses transferred in must be at a post-master's degree level and have been completed within the past 5 years. Transfer credits cannot have been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the Director of Credentialing. To request a transcript review for transfer credits, please see page 8.

Concordia University - Saint Paul Tuition Information

The Spring 2019 cohort tuition rate is $415 per credit hour for this Ed.S. program, and $615 for the Ed.D. program. This rate is guaranteed not to increase over your time in the program, contingent upon continued enrollment throughout the program. We reserve the right to offer different tuition rates or change the prices of other programs.

Cohort Information

Although our blended cohort classes are scheduled to meet 3 or 4 times per academic session, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on the registration of at least 12 students and University policy strictly limits enrollment to 22 students in each cohort.

Ordering Textbooks

Books will be available to order 3-4 weeks prior to your class start date. A list of specific course textbooks can be found at: **csp.ncollege.com** or by calling **(651) 603-6310**. Please note: books cannot be shipped to P.O. boxes.

Online Cohort Students

All students participating in an online or blended cohort program must have access to a webcam, internal (PC) speaker systems and head sets.

Important Contact Information

Graduate Information Office	Mikila Taylor	(612) 806-0684	**mtaylor@graduateprogram.org**
Financial Aid & Billing		(651) 641-8776	**gradfa@csp.edu**
Admissions Office		(651) 641-8838	