



Thank you for your interest in Gardner-Webb's Ed.S. and Ed.D. cohort programs. We are pleased to bring our convenient advanced degree programs to your local area. Space in each cohort is limited to 12 students. Once you submit your Application for Admission, Graduate Cohort Registration Form, and Application Fee (Steps 1-3 below), I will be able to hold your place in class until your application file is complete and submitted for admission review.

This packet includes all of the information that you will need to be considered for admission 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 get your advanced degree is an important step, and I want to help you in any way that I can. You can reach me by phone at **(800) 956-8481** or by email at ssanders@graduateprogram.org.



NOTE: For the Ed.S. and Ed.D. cohort programs, Gardner-Webb University strictly limits class size to 12 students and applications will be reviewed on a first-come, first-served basis.*

Complete steps 1-3 below to confirm your application to this program.

Apply online at <http://www.graduateprogram.org/gardner-webb/eds/application-checklist> for faster processing.

1 Application (Pages 3 & 4)

Submit your [application online](#) or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



2 Graduate Cohort Registration Form (Page 5)

Submit your [cohort registration form online](#) or complete page 5 and return by fax to **(800) 504-7618**.



3 Application Fee (Page 6)

Use our secure payment center to submit your **non-refundable** [application fee online](#) or complete page 6 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. **A seat reservation alone does not guarantee admission to Gardner-Webb University.**

*If applications for each site exceeds 12, acceptance will be based on most qualified candidates as determined by prescribed criteria. Congratulations on your pursuit of an advanced degree with Gardner-Webb University!

Sincerely,

Shavonne Sanders

Graduate Information Office

(800) 956-8481

ssanders@graduateprogram.org



Once you have confirmed your application, please continue with the following steps to complete your admission file for acceptance consideration.

Complete your application steps online at: <http://www.graduateprogram.org/gardner-webb/eds/application-checklist>

- | | | |
|----|--|--------------------------|
| 4 | <h3>Financial Aid & Payment Options (Pages 7 & 8)</h3> <p>Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the FAFSA online. For more information, see page 7. It is in your best interest to complete the financial aid process as early as possible.</p> <p>If using a Pay-As-You-Go plan, follow the instructions on Page 8.</p> | <input type="checkbox"/> |
| 5 | <h3>Official Transcripts (Page 9)</h3> <p>Gardner-Webb University requires an official transcript showing an earned Master's degree from a regionally accredited institution, in addition to all Master's level transcripts, including any past graduate credits. The Privacy Act requires that each student request in writing that transcripts be released to the Graduate Admissions Office. For further instructions, see Page 9.</p> | <input type="checkbox"/> |
| 6 | <h3>Copy of Current Teacher's License</h3> <p>Proof of a current North Carolina principal's license or the equivalent is required for admission to the Ed.S. in Executive Leadership Studies or Ed.D. in Educational Leadership. Proof of a current North Carolina teaching license or commensurate experience is required for admission to the Ed.D. in Curriculum & Instruction. You must have a minimum of three years of experience in the education field, preferably in administration. Please attach a copy of your license to the online system, or fax or mail a copy to the number or address below. A copy of your license is typically available in your personnel file with your school or district.</p> <p><i>*If you are a licensed educator in South Carolina, you must submit an out-of-state/online-program approval form to the SC Department of Education and provide a copy of the letter of approval you receive from SCDOE in order for Gardner-Webb to recommend you for licensure in SC.</i></p> | <input type="checkbox"/> |
| 7 | <h3>Three Professional Reference Forms (Page 10)</h3> <p>The easiest and fastest way to request a recommendation is to use our online system. This allows us to e-mail a reference form directly to your recommender on your behalf. If you prefer to use the traditional paper form, see page 10. At least one reference must be completed by someone at the central office level. Personal references are not accepted.</p> | <input type="checkbox"/> |
| 8 | <h3>Personal Goal Statement</h3> <p>The easiest and fastest way to submit your goal statement is to use our online system. Please submit a personal essay explaining your purpose for obtaining an advanced degree from Gardner-Webb University.</p> | <input type="checkbox"/> |
| 9 | <h3>Standardized Exam Score</h3> <p>An official copy of your score report from the GRE or MAT is required for admission. The exam must have been taken during the last 5 years.</p> | <input type="checkbox"/> |
| 10 | <h3>Internship Supervision Form (Page 11)</h3> <p>Candidates for this program are required to submit the Internship Supervision Form either through the online system or on Page 11. Before your Internship Supervision Form can be processed, it must be approved online by the site supervisor who will be working with you. A central-office supervisor is required for the Ed.D. in Educational Leadership and for the Ed.S., and it is strongly recommended for the Ed.D. in the Ed.D. in Curriculum & Instruction.</p> | <input type="checkbox"/> |

Completing your application steps online at <http://www.graduateprogram.org/gardner-webb/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 faxed or mailed to:



Gardner-Webb University
Graduate Admissions Office
P.O. Box 7296
Boiling Springs, NC 28017



(800) 504-7618



Application for Admission (page 1 of 2)

In order to reserve a seat in a cohort program, please submit this Application for Admission along with your \$40 non-refundable application fee (page 6) and your Graduate Cohort Registration Form (page 5) by fax to **(800) 504-7618**, by mail to Gardner-Webb University, Graduate Admissions Office, P.O. Box 7296, Boiling Springs, NC 28017, or online at <http://graduateprogram.org/gardner-webb/eds/application-checklist>.

PERSONAL INFORMATION

Name First Last Middle
 Preferred Name Previous Name

Date of Birth Gender: Male Female
 Marital Status Divorced Married Separated Single Widowed
 Ethnicity: American Indian Asian or Pacific Islander Hispanic - Other Resident Alien Unreported
 White Black/African-American Mexican or Mexican American Non-Resident Alien
 Social Security Number - - (Needed for Financial Planning)

CONTACT INFORMATION

Mailing Address Street City State Zip Code
 Physical Address Street City State Zip Code
 Home Phone () Mobile Phone () Business Phone ()
 Email Address

DEMOGRAPHIC INFORMATION

Are you a U.S. Citizen Yes No Religious Preference
 Country of Citizenship
 If not a U.S. Citizen, are you a Permanent Resident? Yes No
 Are you a Veteran receiving Veteran's Benefits? Yes No
 Did Anyone in Your Family Attend Gardner-Webb? Yes No Family Member's Name

ACADEMIC INFORMATION

Semester: Spring 2020
 Program: Ed.D. - Educational Leadership Ed.D. - Curriculum & Instruction Ed.S. - Executive Leadership Studies
(Offered online only)
 Cohort Location: Low Residency - Goldsboro (Wayne Community College) Low Residency - Fayetteville (Fayetteville Christian School)
 Low Residency - Greensboro (Academy at Smith High School) Online
 I have taken the: MAT GRE Do you have a current principal's license or teacher's license? Yes No
 If yes, which?

COLLEGE INFORMATION (Additional college or university information can be listed on the back of this page.)

Name of College/University	City, State	Currently enrolled?	Degree Received?	Degree Level
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate



WORK EXPERIENCE

Please list your most recent/current administrative or teaching position below. **You must have a minimum of three years of experience in the education field, preferably in administration to be eligible for this program.**

School / Organization

Address Street City State Zip Code

Grades / Subject Area (Teachers)

Job Title (Admin. Positions)

Dates Held Employer Phone () Employer Fax ()

PROFESSIONAL REFERENCES

Please visit our [online system](#) or see page 10 to fill out our official reference forms. Remember, at least one reference must be completed by someone at the central office level and no personal references are accepted.

Reference 1 - Please indicate whether this reference is a Professional Reference or Academic Reference

Name Title

Reference 2 - Please indicate whether this reference is a Professional Reference or Academic Reference

Name Title

Reference 3 - Please indicate whether this reference is a Professional Reference or Academic Reference

Name Title

ADDITIONAL INFORMATION

If you answer yes to any questions below, you must submit a Letter of Explanation accounting for the circumstances.

Have you ever been dismissed, suspended, or placed on probation at any school? Yes No

Have you ever been convicted of a criminal offense other than a minor traffic violation? Yes No

Are there any criminal charges pending against you at this time? Yes No

Gardner-Webb University supports the attainment of equal opportunity for all persons regardless of race, sex, national origin, age or disability. The University is committed to compliance with the American Disabilities Act of 1990 as amended, and Section 504 of the Rehabilitation Act of 1973. Federal law prohibits the University from making inquiries prior to admission, but the information voluntarily given will not affect any admission decision and will be used to assist students. If upon admission you require services because of a disability, you should notify the office of the Noel Programs for Students with Disabilities at Gardner-Webb University by phone at (704) 406-4270.

By signing and submitting this application, I certify that all answers and statements made in this application are true. If accepted, I agree to abide by the rules and regulations of the University as set forth in the graduate catalog and other official publications of the University. The online graduate catalog is available on the GWU homepage under the "Academic Publications" listing, under the "Academic" tab.

Print Name

Signature Date



Graduate Cohort Registration Form

In order to reserve a seat in a cohort program, please submit this Graduate Cohort Registration Form along with your \$40 **non-refundable** application fee (page 6) and your Application for Admission (Pages 3 & 4) by fax to **(800) 504-7618**, by mail to Gardner-Webb University, Graduate Admissions Office, P.O. Box 7296, Boiling Springs, NC 28017, or online at <http://graduateprogram.org/gardner-webb/eds/application-checklist>.

Name Last First Middle

Address Street City State Zip Code

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

Email Address

Current State of Residence **Intended State of Licensure**

PROGRAM INFORMATION

Semester: Spring 2020

Program: Ed.D. - Educational Leadership Ed.D - Curriculum & Instruction Ed.S. - Executive Leadership Studies (Offered online only)

Cohort Location: Low Residency - Goldsboro (Wayne Community College) Low Residency - Fayetteville (Fayetteville Christian School) Low Residency - Greensboro (Academy at Smith High School) Online

REGISTRATION AGREEMENT

As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the School of Graduate Studies and the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Gardner-Webb University's current tuition refund policy.

Signature **Date**

Important: Registration cannot be processed and your seat will not be reserved without your signature below.

Please return all materials by fax or by mail to:



Gardner-Webb University
Graduate Admissions Office
P.O. Box 7296
Boiling Springs, NC 28017



(800) 504-7618



Application Fee Payment Form

In order to reserve a seat in a cohort program, please submit your \$40 non-refundable application fee, along your Application for Admission (Pages 3 & 4) and your Graduate Cohort Registration Form (page 5) by fax to **(800) 504-7618**, by mail to Gardner-Webb University, Graduate Admissions Office, P.O. Box 7296, Boiling Springs, NC 28017 or online at <http://graduateprogram.org/gardner-webb/eds/application-checklist>.

TO PAY ONLINE:

- Go online to <http://graduateprogram.org/gardner-webb/eds/application-checklist> and click the "Application Fee" button.
- **Note:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

TO PAY BY CREDIT CARD:

- Please fill out this section only to pay your \$40 **non-refundable** application fee.
- If you prefer, please contact the Graduate Information Office at **(800) 956-8481** to make your payment by credit card over the phone.

Student Name

Name on Card

Cardholder Address

City State Zip Code

Card Type Visa MasterCard Discover Expiration Date Amount: \$40.00

Card Number Three Digit Security Code (located on back of card)

Cardholder Signature

Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

TO PAY BY PERSONAL CHECK:

- Please fill out this section only to pay your \$40 **non-refundable** application fee
- Please Make checks payable to GARDNER-WEBB UNIVERSITY and mail your check to Gardner-Webb University, Graduate Admissions Office, P.O. Box 7296, Boiling Springs, NC 28017.

Student Name

I Will Be Sending My Application Fee by Check on (Date)

Student Signature Today's Date

Please return all materials by fax or by mail to:



Gardner-Webb University
Graduate Admissions Office
P.O. Box 7296
Boiling Springs, NC 28017



(800) 504-7618



Note: Your seat will NOT be reserved until your application fee is received.



Complete all steps below to apply for financial aid. **Note: The student loans available for this program are not based on financial 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 night of class. For help, please contact the Financial Planning Office at **(704) 406-4243**.

HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the 2019-2020 Free Application for Federal Student Aid at www.fafsa.gov.** You will need your 2017 Federal Tax Return, your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and **Gardner-Webb's School Code (002929)**. Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive an email confirmation 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 an email notification that your financial aid award is ready to view via your Gardner-Webb e-mail account.** The email contains instructions on how to view and process your E-Award through WebbConnect. The E-Award lists the financial aid that you are eligible to receive. You will have an opportunity to accept or decline all or a portion of the award. Be sure to contact the Financial Planning Office if you have any questions.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).

Questions? Call the Financial Planning Office at (704) 406-4243.

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

- File the Free Application for Federal Student Aid (FAFSA)
- Be a U.S. Citizen or permanent resident
- Not be in default on prior educational loans
- Maintain satisfactory academic progress

THE FEDERAL (TITLE 1) 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. Gardner-Webb University is not responsible to verify your eligibility for this or any other 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 <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.



Pay-As-You-Go payment plans are available for tuition.

Complete all steps below to enroll in a Pay-As-You-Go payment plan. These plans will allow you to make tuition payments over the course of the semester and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 7).



Note: Your tuition will be due the first week of class. If you do not have financial aid in place, you may have to make payments until your student loans are fully processed.

HOW TO ENROLL IN A PAY-AS-YOU-GO PAYMENT PLAN

- 1** You will receive a postcard at the beginning of each semester to notify you that online billing is available. Paper bills are not mailed to students unless they are requested. The Pay-as-You-Go payment plan allows you to pay your semester's costs in payments over a three-month period during the fall and spring semesters (a two-month period during the shorter summer semester). This option is found by clicking the "Use a Payment Plan" button at the bottom of your online bill.
- 2** Clicking the "Use a Payment Plan" button takes you to a "Deferred Payment Plan" page outlining the payment amounts and due dates for which you are responsible. By pressing the Accept Button, you agree to the conditions of the Deferred Payment Plan. Before clicking "Accept," please print a copy of this plan for future reference.
- 3** Your first payment will be due the first week of the semester. The plan includes a \$15 payment plan application fee and a nominal service fee of 2% on the deferred balance. Your student account will reflect the deferred payment arrangement once you have actually submitted your first payment. Please note that failure to make payments per the agreement may result in late fees or additional interest charges. Unpaid balances are not carried over from one semester to another and all indebtedness to the University must be satisfied before students will be permitted to register for the next semester.

Questions? Contact the Student Accounts Office at (704) 406-4287

IMPORTANT

- Gardner-Webb University recognizes that many companies offer tuition reimbursement to their employees. To enable students to take advantage of this benefit, GWU has established policies to allow a student to defer payment of all or a portion of a student's tuition and related costs. **A new letter must be submitted for each semester that a deferment is desired.** This option can be utilized by clicking "Employer Reimbursement Policy" found at the bottom of the online bill.
- If you are using financial aid to pay for tuition, you must be admitted and enrolled to the program of your choice before your student loan funds can be released.



How to Request Transcripts

Gardner-Webb University requires official transcripts of an earned Master's degree from a regionally-accredited institution, showing a minimum cumulative GPA of 3.0 including any Master's-level credits received. Official sealed transcripts for all attempted graduate-level work are required in order to be considered for admission. Note: International students need to obtain an official evaluation of all international transcripts submitted. 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 its 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: Most 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 **(800) 956-8481**.

Please have all official transcripts sent to:

GARDNER-WEBB UNIVERSITY

Graduate Admissions Office

P.O. Box 7296

Boiling Springs, NC 28017

Or have official transcripts sent electronically to:

gradinfo@gardner-webb.edu

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



Three Professional/Academic Reference Forms



Note: The easiest way to complete your references is to have them emailed directly to each reference by going to <http://graduateprogram.org/gardner-webb/eds/application-checklist> and clicking "Reference Forms." At least one reference must be completed by someone at the central office level.

Five (5) references are required in order to be admitted to the program; please make additional copies of this form as needed.

TO THE APPLICANT (Please complete)

Name Last First Middle Maiden

Address Street City State Zip

Home Phone () Cell Phone () Email

Program Ed. Specialist Program Ed.D Program - Educational Leadership Ed.D. Program - Curriculum & Instruction

Please check one. If blank, you automatically waive the right to review:

I waive the right to review this recommendation I do not waive the right to review this recommendation

Applicant's Signature Date

TO THE RESPONDENT

The above has given your name as a reference to support his/her application for graduate study as a candidate for Gardner-Webb University's Graduate program indicated above. Careful attention will be given to your appraisal. Please check each characteristic in the appropriate column. Comparison should be made with qualified peers of the applicant.

Please evaluate the applicant on the following items:

	Superior (Top 10%)	Good	Average	Below Average	Inadequate Opportunity to Observe
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Reliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Potential, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments (academic and professional fitness, interests, etc.)

Would you recommend this applicant for acceptance to the Gardner-Webb University Graduate Program indicated above?

Please check one: Recommend with enthusiasm Recommend with confidence Recommend
 Recommend with reservation Not Recommend

Signature Name (Print)

Title & Department Organization

Address Phone Number ()

Relationship to Applicant Duration of Relationship

Remarks (Please use reverse side of this sheet if necessary)

Please return by fax to (800) 504-7618 or by mail to Gardner-Webb University, Graduate Admissions Office, P.O. Box 7296, Boiling Springs, NC 28017.



Internship Supervision Form

The information below is required in order to begin your internship. Once you have provided these details and your listed site supervisor has accepted this role through our online confirmation process, the department will be able to assign you to a committee member who will assist you with your electronic portfolio. Please submit this form as soon as you are able to ensure that you are ready to begin your internship courses on schedule. Site supervisors must be at the Central Office level for the Ed.S. and Ed.D. in Educational Leadership and should be for the Ed.D. in Curriculum and Instruction.

Student Name **Date of Birth**

Student Phone Number - Home () **Cell** ()

Site Supervisor for Internship (Who will be supervising your internship at your site?)	
Site Supervisor E-Mail Address	
Professional Title of Site Supervisor (Principal, Assistant Principal, etc.)	
District (School district name)	
School where internship will take place (School name)	
School Phone Number	
School Address (Include street, city, state, & zip)	

Please return by fax, email, or complete online:



ssanders@graduateprogram.org



(800) 504-7618

Online: <https://gwuweb.gardner-webb.edu/cminternship/>



For

Potential and practicing educational leaders who aspire to develop and refine their leadership skills in complex organizations especially at the district office level.

What you Learn

The Educational Specialist Degree program aims to equip candidates with the knowledge, skills, attitudes, values, and beliefs that will enable them to function effectively as leaders in fluctuating, complex, and dynamic educational environments. The Gardner-Webb University Educational Specialist program utilizes a non-traditional approach to curriculum design and implementation with the incorporation of integrated modules as opposed to individual courses. The program's vision is to provide a response to the ever-changing economic, political, social, and technological environments present in today's schools that are not isolated entities.

How you Learn

A six-semester Educational Specialist Degree program with an integrated curriculum will be offered. Each semester students will take one module, consisting of six integrated semester hours as well as a 1-semester hour internship.

Fully Online: You will log into Blackboard to complete assignments, participate in online discussions, and complete group activities. While there are no face-to-face meetings, some of the activities may include chats, discussion boards, recorded and/or live webinars, and various web links for viewing. While your classes will operate in Blackboard, your final project will be stored as an electronic portfolio in TaskStream. The electronic portfolio is required for North Carolina licensure. Upon full acceptance to the online program you will be required to complete online certification to verify your proficiency in an online environment.

Career Outcomes

Upon completion of this program, students will have earned an Ed. Specialist in Executive Leadership Studies and will be subject to state licensure requirements in order to receive North Carolina state licensure as a Superintendent. At the writing of this document, the licensure requirement is the satisfactory completion of an electronic portfolio.

Prerequisites

Students in the Ed.S. in Executive Leadership Studies program must hold at least a Master's degree from a regionally accredited institution with a minimum 3.0 grade point average on all graduate-level work. A minimum of 3 years of experience, administration is preferred. A license in School Administration-Principal is required.

Degree Requirements

First Semester	ESEL 611	Executive Leadership at the District Level	6
	ESEL 697	Executive Leadership Internship	1
Second Semester	ESEL 612	Fiscal Management and Leadership	6
	ESEL 697	Executive Leadership Internship	1
Third Semester	ESEL 613	Research Methods and Program Evaluation	6
	ESEL 697	Executive Leadership Internship	1
Fourth Semester	ESEL 614	Policy Analysis in Executive Leadership	6
	ESEL 697	Executive Leadership Internship	1
Fifth Semester	ESEL 615	Leading Change for Educational Transformation	6
	ESEL 697	Executive Leadership Internship	1
Sixth Semester	ESEL 616	Organizational Communications and Technology	6
	ESEL 697	Executive Leadership Internship	1
Total Credit Hours:			42

For

Potential and practicing educational leaders who aspire to develop and refine their leadership skills in complex organizations especially at the district office level.

What you Learn

The Doctor of Education Degree (Ed.D.) at Gardner-Webb University in Educational Leadership is a 63-semester-hour program designed for potential and practicing educational leaders who wish to develop and refine their leadership skills in complex organizations. Schools are dynamic institutions whose practice is shaped by powerful and influential interests. As a result, the economic, political, social, and technological environment of schools is always changing. The Doctor of Education Degree program is designed to equip candidates with the knowledge, skills, attitudes, values, and beliefs that will enable them to function effectively in leadership roles in this fluctuating environment.

How you Learn

An Ed.D. program with an integrated curriculum will be offered. Students will take modules consisting of 6, 9, and 12 credit hours. Students will also be enrolled in a 1-credit-hour seminar each semester focused on their clinical internship /clinical experience and their dissertation. Once these modules are complete, two semesters (6 hours and 3 hours) of dissertation conclude the program. The electronic portfolio, a requirement for the degree, will be created and stored online in a product called TaskStream.

Low Residency Blended Format: The majority of the program will be completed online. During the fall and spring semesters, students will have 3 weekend face-to-face meetings along with several (generally 6-8) synchronous online meetings through ZOOM. Summer sessions will have 7 face-to-face meetings, two of which (1 weekend) are held on Gardner-Webb University's main campus for a Dissertation/Research Summit. Summer sessions also include several (generally 6-8) synchronous online meetings through ZOOM.

Career Outcomes

Upon completion of this program, students will have earned a Doctor of Education (Ed.D.) in Educational Leadership and will be subject to state licensure requirements in order to receive North Carolina state licensure as a Superintendent. At the writing of this document, the licensure requirement is the satisfactory completion of an electronic portfolio.

Prerequisites

Students in the Ed.D. in Educational Leadership program must hold at least a Master's degree from a regionally accredited institution with a minimum 3.0 grade point average on all graduate-level work. A minimum of 3 years experience in administration or teacher leadership is required. A license in School Administration-Principal is required.

Degree Requirements

EDLS 730	Strategic Leadership and School Reform	6
EDLS 731	Seminar/Internship	1
EDLS 732	Instructional Leadership	9
EDLS 733	Seminar/Internship	1
EDLS 734	Human Resource Leadership	9
EDLS 735	Seminar/Internship	1
EDLS 736	Research and Program Evaluation	12
EDLS 737	Seminar/Internship	1
EDLS 738	Cultural and Ethical Leadership	6
EDLS 739	Seminar/Internship	1
EDLS 740	Managerial Leadership	6
EDLS 741	Seminar/Internship	1
EDLS 742	Dissertation Module 1	6
EDLS 743	Dissertation Module 2	3
EDLS 744	Dissertation Module 3 (<i>as needed</i>)	
Total Credit Hours		63

Note: Students will be enrolled in EDLS 744 Dissertation Continuation for 3 credit hours until dissertation is complete.



For

Potential and practicing educational leaders who aspire to develop and refine their instructional leadership skills at the site or district level.

What you Learn

The Doctor of Education in Curriculum and Instruction will prepare learners to become instructional leaders, who will create and strategically manage processes related to curriculum, instruction, and assessment. Students will deepen their knowledge and understanding of educational practices and acquire tools needed to provide professional leadership in curriculum, teacher education, program evaluation, family and community engagement, and professional learning in the schools.

How you Learn

An Ed.D. program with an integrated curriculum will be offered. In the fall and spring semesters, students will take one module consisting of six integrated credit hours and a 1-credit-hour seminar focused on their clinical experience and their dissertation. In the summers, students take one module consisting of 12 credit hours in addition to the clinical experience/dissertation seminar. Once these modules are complete, two semesters (6 hours and 3 hours) of dissertation conclude the program. Will also include attendance at a summer conference held on the campus of Gardner-Webb University.

Low Residency Blended Format: The program is offered in a face-to-face weekend format three weekends per semester on Saturday (9-5) and Sunday (9-5) with additional work done online and by virtual communication. During the summer sessions, the timing and format of the sessions will include weekdays and will also include the two session dates of the Center for Innovative Leadership Development (CIL) conference.

Career Outcomes

Upon completion of this program, students will have earned a Doctor of Education (Ed.D.) in Curriculum & Instruction. They will be eligible for D level licensure as an Instructional Specialist after attaining a passing score on the appropriate PRAXIS exam. Students completing the program typically work as Curriculum or Instructional Leaders within classrooms or districts, as mentors/coaches for colleagues, and/or as instructors at the collegiate level.

Gardner-Webb University offers an EdS degree program for candidates who complete all EDCI coursework, and wish to graduate from Gardner-Webb without completing a dissertation. This degree may support candidates who have determined the dissertation is no longer a necessary step in pursuing their professional goals and allows for recognition of the advanced coursework completed in the program.

Prerequisites

Students in the Ed.D. in Curriculum & Instruction program must hold at least a Master's degree from a regionally accredited institution with a minimum 3.0 grade point average on all graduate-level work. A minimum of 3 years of experience is preferred and a teacher's license is required. Applicants without a teaching license must provide a letter stating their teaching experience.

Degree Requirements

EDCI 730	Theory Development Module	6
EDCI 731	Dissertation Coaching Seminar	1
EDCI 732	Issues and Models in Curriculum Module	6
EDCI 733	Dissertation Coaching Seminar	1
EDCI 734	Reform and Change Module	6
EDCI 735	Dissertation Coaching Seminar	1
EDCI 736	Research Design and Methods Module	12
EDCI 737	Dissertation Coaching Seminar	1
EDCI 738	Assessment and Evaluation Module	6
EDCI 739	Dissertation Coaching Seminar	1
EDCI 740	Instructional Leadership Module	12
EDCI 741	Dissertation Coaching Seminar	1
EDCI 742	Dissertation Module 1	6
EDCI 743	Dissertation Module 2	3
EDCI 744	Dissertation Module Continuing (<i>as needed</i>)	
Total Credit Hours		63

Note: Students will be enrolled in EDLS 744 Dissertation Module Continuing for 3 credit hours until dissertation is complete.



Thank you for your interest in Gardner-Webb University!

Admissions Information

To apply for admission to the program, the applicant should submit the following: (1.) a completed application, either paper format or online at <http://www.gardner-webb.edu/achieve>; (2.) a \$40 non-refundable application fee; (3.) Graduate Cohort Registration Form (4.) an official transcript showing an earned Master's degree from a regionally accredited institution, in addition to all graduate-level transcripts, including any past graduate credits (the Privacy Act requires that each student request in writing that transcripts be released; use form provided with application); (5.) official test scores (Graduate Record Exam for the Ed.D. program; Graduate Record Exam or Miller Analogies Test for the Ed.S. program); (6.) five professional references on Gardner-Webb Graduate School reference forms including one from a central office administrator (references from friends or family members not acceptable); (7.) evidence of North Carolina principal's license (Ed.S. or Ed.D. - Educational Leadership) or teacher's license (Ed.D. - Curriculum & Instruction) or equivalent; (8.) a completed internship supervision form. **The deadline for a completed application file is TBD. Remaining admissions documents will only be accepted after the deadline on a case-by-case basis.**

Transferring Credits

Because of the modular curriculum and cohort nature of this program, transfer credit may not be possible in this. Our programs are designed and delivered in modules carrying six credit hours that do not match traditional three-hour courses. A candidate may request a conference with the department chair to evaluate transcripts for possible credit. Credit will not be given for courses taken more than six (6) calendar years before acceptance to graduate study nor for courses taken towards another completed master's degree. Students currently enrolled in a graduate degree program at Gardner-Webb must have prior written approval to take courses from another institution for transfer credit. Transfer credit will not be accepted for any course in which students earned below a grade of B. No transfer credits will be accepted for the Ed.D. program.

Financial Responsibility

Students may not select classes, receive transcripts, graduate, or register until all account balances have been satisfied with the University. These payment policies are strictly followed. Failure to meet financial obligations to the University may result in the delinquent account being placed with a collection agency. Students are responsible for all attorney fees and other collection costs incurred by the University in such cases.

Refund Policy

Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb University to give pro-rata charge reductions through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS FROM SCHOOL. Graduate program students may withdraw from class(es) by accessing WebbConnect. Click on the Registration link on the left side of the screen. Click on Withdrawal Information, and The Office of the Registrar Withdrawal page will open in a new tab or window. Select the option for Graduate Students and complete the withdrawal form provided. An e-mail confirmation will be sent to the student's GWU e-mail address when the withdrawal has been processed. Please retain this email for your records. The withdrawal date is the date this process begins. Reductions will be computed on total charges for tuition, but not on fees. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester's charges. Students who withdraw from individual classes after the drop/add period will receive no charge reduction. For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (includes weekends) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester. When a student's charges are reduced, Federal, State, Institutional and Noninstitutional Aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the Student Accounts Office for current regulations concerning these programs at **(704) 406-4287**. Leaving the University without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

Tuition Information

The anticipated cost per credit hour is \$528 for these cohort programs. In addition, students will be responsible for a \$35/per course technology fee. There is also a \$215 Internship/Portfolio Review fee per semester.

Important Contact Information

Graduate Information Office	Shavonne Sanders	800-956-8481	ssanders@graduateprogram.org
Financial Planning Office		704-406-4243	ksbridges@gardner-webb.edu
Student Accounts Office		704-406-4287	rtoney@gardner-webb.edu