



Thank you for your interest in Holy Family University's Doctor of Education in Educational Leadership and Professional Studies program. We are pleased to bring our Doctor of Education in Educational Leadership and Professional Studies program to your local area. Tuition for this program includes a reduced tuition rate, and space in each cohort is limited. Once you submit your application and application fee (Steps 1-2 below), 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 **(800) 946-9570** or by email at jparker@graduateprogram.org.



NOTE: Holy Family University strictly limits enrollment in each program to 12 students and accepts reservations on a first-come, first-served basis.

Complete steps 1-2 below to reserve your seat in this program.

Apply online at <http://www.graduateprogram.org/holy-family/application-checklist> for faster processing.

1

Application & \$50 Application Fee (Page 3 - 5)

Submit your application for admission to the doctoral program along with a \$50.00 nonrefundable fee [online](#) or complete pages 3 through 5 and return by fax to **(800) 504-7618**. Application fee requirement is waived for students who have graduated from Holy Family University.



Once you have reserved your seat, turn to **Page 2** or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of a Doctoral degree with Holy Family University!

Sincerely,
John Parker
Graduate Information Office
(800) 946-9570
jparker@graduateprogram.org



2

Financial Aid & Payment Options

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

If using Financial Aid, complete the steps outlined on Page 6. It is in your best interest to complete the financial aid process as early as possible. See Page 7 for information about the Deferred Payment Plan.

3

Official Transcripts

Submit official undergraduate and Master's transcripts of all previous and current college-level and graduate-level course work. For more information, see Page 8.

4

Writing Sample/Personal Essay

Please submit a personal essay outlining your academic and professional goals and the role that the doctoral program at Holy Family will play in the achievement of those goals (1500 word maximum) [online](#) or by email or fax as directed below.

5

Recommendations/Letter of Reference

Students seeking admission to the Doctorate in Education (Ed.D.) program should arrange to have three letters of recommendation from professionals familiar with the applicant's academic or work experience. Visit the online checklist to submit contact information for your references, and the Graduate Information Office will request them on your behalf.

6

Current Resume

Submit your current resume that includes all professional experience, certifications, professional memberships, and professional activities 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, Holy Family University will contact you if an interview is needed.

8

Test of English as a Foreign Language (TOEFL)

Current score for the Test of English as a Foreign Language (TOEFL) if English is not the applicant's first language; minimum score of 600 (written) or 250 (computer-based).

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



Holy Family University

Graduate & Extended Learning Admissions Office

9801 Frankford Avenue

Philadelphia, PA 19114



(800) 504-7618



PERSONAL INFORMATION

Name: Last First M.I.

Miss Mrs. Ms. Mr.

If your records are under any other name, please specify:

Social Security #:

Address: Street City
 State Zip Country

Date of Birth: Month Day Year Email:

Home Phone: () Work Phone: () Cell Phone: ()

Are you a citizen or permanent resident of the U.S.? Yes No

If no, what is your status? (specify):

Are you certified to teach in Pennsylvania or New Jersey? Yes; *If yes, please provide copy of certificate.* No

ENROLLMENT INFORMATION

Semester & Location: Fall 2019: Northeast Philadelphia Upper Darby

Program: Doctor of Education in Educational Leadership and Professional Studies

ACADEMIC BACKGROUND

(List in chronological order all colleges and universities you have attended, including professional schools.)

Please submit one official transcript from each of these institutions.

Institution Attended	Location	Degree	Dates Attended	Undergraduate or Graduate?



OCCUPATIONAL EXPERIENCE

(Please list current employer first)

Position	Employer	Address	Dates

List distinctive honors and awards received, along with any other professional achievements:

OTHER

Have you previously applied to Holy Family University? Yes No

Will you receive any tuition remission or reimbursement to attend Holy Family? Yes No

Do you intend to apply for financial aid through Holy Family? Yes No

Have any of your relatives attended Holy Family University? Yes No

(Your answers to the following questions are entirely optional and will not affect the review of your application in any way.)

Religious Preference:

Ethnic Identity: Nonresident Alien Race & Ethnicity unknown Hispanics of any race

For non-Hispanics only: American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White Two or more races

SIGNATURE

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 University Registrar by email at registrar@holyfamily.edu 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 Holy Family University's current tuition refund policy.

I certify that the answers to the above are truthful and complete to the best of my knowledge and belief. Any omission, misrepresentation, or misstatement of a material fact on the application may be the basis for denial of admission, or if admitted, dismissal from the doctoral program.

Signature: Date:

Holy Family alumni- Application Fee Waived



TO PAY BY CREDIT CARD: Fill out this section and fax to (800) 504-7618

Please use this section to pay your \$50 non-refundable application fee.

If you prefer, please contact the Graduate Information Office at (800) 946-9570 to pay your fee by credit card over the phone.

If you have any questions, please call us at (800) 946-9570 or e-mail jparker@graduateprogram.org.

Student Name

Name on Card

Cardholder Address

City

State

Zip Code

Card Type: Visa MasterCard Discover AMEX

Amount: \$50.00

Card Number Expiration Date CCV#

Cardholder Signature Date

Telephone Number of Payee () Email Address:

(in case there is a problem processing the transaction and we need to contact the cardholder for additional information)

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

TO PAY BY CHECK:

Date I will be mailing my payment:

Please note: Application and seat reservation are NOT secure until your \$50, non-refundable application fee is received.

Signature

Print Name

Checks made payable to: Holy Family University

Mail check to:
Holy Family University
Graduate & Extended Learning Admissions Office
9801 Frankford Avenue
Philadelphia, PA 19114

OFFICE USE ONLY

Date Received:

Capture Number:

Entered on Account: Yes No



To ensure that your financial aid is in place prior to your billing date, please make every effort to submit all steps below as soon as possible. If your financial aid application is not complete, you may be required to make payments to meet your financial obligations and be reimbursed once your aid has been disbursed.

Financial Aid Filing Checklist

The items below are the essential steps in the financial aid process. Please check off each step once you have completed it.

- Review the document "Applying for Aid- Instructions and Information" available at www.holyfamily.edu/finaid/forms
- Submit your 2019-2020 Free Application for Federal Student Aid (FAFSA) File on-line at www.fafsa.gov. In order to electronically sign your FAFSA on the Web, you will need to get a FSA ID by visiting <https://fsaid.ed.gov>.
- If you wish to apply for financial aid for the 2019 summer terms, submit a 2019 Holy Family Summer Financial Aid Application, in addition to the 2019-2020 FAFSA listed above. You can print this form from our web site, www.holyfamily.edu/finaid/forms (choose "2019-2020"). This form should be submitted to the Financial Aid Office.
- For new borrowers of Direct Federal Loans, file a Direct Federal Loan Master Promissory Note (MPN) and complete Entrance Counseling. This can be done on-line at <https://studentloans.gov/myDirectLoan/index.action>.
- Submit any other forms requested by the Financial Aid Office. Be sure to respond to any requests promptly to avoid delays in the processing of your financial aid.

If you do not have web access, you can pick up forms (other than the FAFSA) in the Financial Aid Office, Room 203 of Holy Family Hall or at the front desk of our Newtown site. You may also call or email our office using the information at the bottom of this page and we will be happy to mail them to you. If you prefer to file your FAFSA through the mail, you must download and print an application from www.fafsa.gov, then complete and mail it to the federal processor.

Once we receive all necessary information, we will process your aid and send your award letter. Returning students will have aid processed after the Spring 2019 grades are finalized (usually June) and once you are registered for the Fall 2019 semester. New students will have aid processed once you are accepted to a degree or teacher certificate program and registered for the Fall 2019 semester.

Other Important Information

- Returning students must maintain Satisfactory Academic Progress (SAP) in order to maintain eligibility for their financial aid each year. A detailed description of Holy Family's SAP policy can be found in the Graduate University Catalog or at www.holyfamily.edu.
- In order to receive federal, state, and some Holy Family funded aid, you must be accepted into a degree program or teacher certification program. You must also be a U.S. citizen, national or permanent resident of the U.S. or one of its territories. Most types of financial aid require you to be enrolled at least half-time per semester (for graduate and doctoral students, at least 3 credits per semester).
- AID is not credited to your account until the end of the add/drop period of the last session in each semester.
- Please forward notification of scholarships you receive from any sources. If you will receive tuition reimbursement, please send a copy of your company's tuition reimbursement policy on their letterhead.
- Graduate students and students pursuing a second bachelor's degree or teacher certification are only eligible to receive Direct Federal Loans.
- Graduate students pursuing a teacher certification, not a Master's degree, will have their Federal Direct Loan eligibility based on undergraduate loan limits.
- Graduate students can only receive financial aid for graduate credits since undergraduate credits are not degree requirements.

Please feel free to contact the Financial Aid Office with any questions that you may have during the filing process. We are here to help make this important process go as smoothly as possible.

Financial Aid Office www.holyfamily.edu/finaid

9801 Frankford Ave. Philadelphia, PA 19114 ♦ Phone: 267-341-3233 ♦ Fax: 215-599-1694 ♦ finaid@holyfamily.edu



Complete all steps below to enroll in a monthly payment plan. This plan will allow you to spread out tuition payments over the entire semester, and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 6).

Holy Family University partners with Tuition Payment Solutions to let you pay tuition and fees over time, making college more affordable. Our interest-free payment plans provide easy online enrollment with flexible payment options.

How to Enroll in a Payment Plan through Tuition Payment Solutions:

- 1 Choose your payment method.** You can select to have your payments deducted by automatic bank payment (ACH) or you may choose to pay via credit/debit card. We accept MasterCard, Visa, Discover, or American Express. *Note: Service fee may be assessed for using a credit or debit card.*
- 2 Know Your Fees.** You will be responsible for a \$25 per semester nonrefundable enrollment fee (ACH credit/debit card). A \$25 late fee will be assessed for late payments, and a \$40 fee will be assessed if any payments are returned.
- 3 Enroll.** Contact Tuition Payment Solutions at 610-822-3773 and follow the steps provided to enroll in a 4 month payment plan. You will be required to create an account to complete easy 4-step enrollment process. Payments will be processed on the 10th of each month.

**Questions? Contact the Business Office by phone at (267) 341-3334
or by e-mail at cwilliams@holyfamily.edu**

Important:

- We will work with students who receive tuition reimbursement from their employers. Please contact the Business Office for more details.
- Limited Number of Graduate Assistantships are available



Holy Family University requires official, sealed transcripts from all previously attended colleges and universities. Follow the steps below to request transcripts from each school that you attended.

REQUEST OFFICIAL TRANSCRIPTS:

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

For expedited processing, we recommend that you order your transcripts to be sent electronically, if possible.

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. Many schools have a Transcript Request Form available to download or submit electronically via the Registrar's website.



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) 946-9570**.

Please have all official transcripts sent electronically to:

gradstudy@holyfamily.edu

Or have official transcripts mailed to:

Holy Family University

Graduate & Extended Learning Admissions Office

9801 Frankford Avenue

Philadelphia, PA 19114



Note: The easiest way to complete your recommendation is to have the form emailed directly to your evaluator by going to <http://www.graduateprogram.org/holy-family/application-checklist> and clicking "Recommendation Form."

TO THE APPLICANT: Please provide the information requested above and complete and sign the statement below before requesting a recommendation from a qualified evaluator. The evaluator must be familiar with candidate's academic or work experience. In accordance with the Family Education Rights Privacy Act of 1974, you have the right to review this recommendation. If you wish to have this evaluation considered confidential between the evaluator and Holy Family University, check the appropriate box and sign.

Name Address
 Program of Study Name of Evaluator

I waive my right to review this reference report. I do not waive my right to review this reference report

Signature: Date:

TO THE EVALUATOR: Please rate the applicant on each of the following characteristics:

	Excellent	Very Good	Average	Weak	Unable to Judge
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<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"/>
Leadership Potential	<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"/>
Ability to Work with Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Accept Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have known the applicant for years in the capacity of : teacher advisor employer other _____

Please add any comments which you feel assist us in evaluating the applicant's aptitude for graduate level study:

Overall recommendation for graduate work:

Strong, without reservation With confidence With reservation Do not recommend

Name Date
 Institution Position

Signature



Holy Family University
Graduate & Extended Learning
Admissions Office
9801 Frankford Avenue
Philadelphia, PA 19114



Fax: (800) 504-7618



jparker@graduateprogram.org



For:

Candidates interested in becoming effective and ethical leaders for schools and communities who can make significant contributions to their fields of knowledge through applied research.

Candidates who are interested in becoming eligible for a Principal K-12 certificate must have a valid teaching certificate and at least three years of professional school experience.

Candidates who are interested in becoming eligible for Superintendent's Letter of Eligibility must provide evidence of six years of instructional, educational specialist and supervisory and administrative service of which at least three of the six years must have been in a supervisory or administrative capacity.

What you learn:

Goals of the Doctoral Program in Educational Leadership and Professional Studies:

- To provide a research-based education program that facilitates the development of innovative and ethical school and community leaders.
- To offer a program that is flexible and is designed for working practitioners allowing them to expand their practice and leadership skills through concentrated interdisciplinary coursework and research.

How you learn:

Classes will be offered in 8-week sessions using a combination of the following formats:

Blended: Courses delivered using the blended format meet face-to-face for three nights out of each 8-week course. Face-to-face class sessions will be held from 4:45 to 8:45 p.m., the same night of the week for the entire program. These class meetings will be supplemented by additional online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class.

Online: In courses delivered using the online format, face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically.

Face to Face: A portion of this program will be conducted in a traditional face to face setting with classes meetings two nights per week.

Career Outcomes:

Graduates of the program will possess skills and knowledge to function as effective leaders in a wide variety of education-related fields. Those who complete the principal or superintendent certification option will be prepared to pursue administrative positions in Pennsylvania K-12 schools. In addition, graduates of the program may pursue leadership opportunities in fields such as higher education, non-profit community organizations, and educational publishing and consulting.

Degree Requirements:

EDDC 806	Introduction to Applied Research - Face to face	3
EDDC 801	Ethical Leadership - Blended	3
EDDC 850	Program Assessment & Evaluation - Blended	3
EDDC 803	Organizational Structure, Grant Writing & Change Theory - Online	3
EDDC 802	Communication Theory, Practice, & Technology - Blended	3
EDDC 834	Leadership in a Linguistically and Culturally Diverse Society - Online	3
EDDC 841	Leadership in an Inclusive Society - Online	3
EDDC 805	Statistics for Doctoral Students - Face to face	3
EDDC 811	Research I: Quantitative Research - Face to face	3
PROF ST 1	Professional Studies Elective* - Online	3
EDDC 812	Research II: Qualitative Research - Face to face	3
PROF ST 2	Professional Studies Elective* - Online	3
EDDC 813	Advanced Research - Face to face	3
EDDC 901	Dissertation I - Face to face	3
EDDC 902	Dissertation IIa - Face to face	1.5
EDDC 902	Dissertation IIb - Face to face	1.5
PROF ST 3	Professional Studies Elective* - Online	3
PROF ST 4	Professional Studies Elective* - Online	3
EDDC 903	Dissertation IIIa - Face to face	1.5
EDDC 903	Dissertation IIIb - Face to face	1.5
Total Hours		54

Students who follow the course sequence will finish the program in three years and one semester. This timeline includes completing the dissertation, for which a high degree of structure and guidance will be provided. Students develop their dissertation research projects by selecting one of the following general topic areas: (a) Language and Literacy, (b) Disability, and (c) Post-Secondary Education and Assessment.

**In close consultation with the student's advisor and the permission of the doctoral program faculty, the student will choose a field of interest and establish a sequence of courses which will meet his or her goals.*

Note: This is only an introduction to the program. Coursework may occur in a different order.



Thank you for your interest in Holy Family University!

About the School of Education at Holy Family University

At Holy Family University, we're out to change the world by producing educators who can help children and adults learn, develop, and reach their full potential. In the School of Education, teaching is much more than a job or career. It is a vocation—a high calling to serve our human family at home and around the world. Our outstanding professors are eager to get to know you and equip you with the knowledge, skills, and values you will need to live out that calling. Come join our family at Holy Family University and let's change the world!

Since 1977, more than 3,200 of our students have earned Pennsylvania teaching certification. We provide a high standard of education at reasonable cost and have become a leading choice for high school graduates, experienced teachers seeking advanced qualifications, and working adults who wish to start a new career. Our students have scored in the highest state quartile on the Praxis teacher certification tests, and this speaks to the quality of our distinguished faculty. Allow us to help you on the way to a more fulfilling career.

Transferring Credits

Upon applying to a graduate program, a student may present for evaluation graduate credits completed elsewhere within the last seven years and not applied toward completion of a degree. Maximum allowable transfer is two graduate credits. Acceptance of such credits will depend on whether or not the courses are related to the program, whether the student has obtained a grade of B or better in the course(s), and whether or not the college giving credit for the course would consider the course as acceptable for application to their degree program. Transfer credits are not posted on a student's record until the student successfully earns six graduate credits at Holy Family University.

To request a review of your previous coursework for transfer credits, please email a copy of your unofficial transcript, and any available course description or syllabus for the course(s) you wish to transfer to the Graduate Information Office at jparker@graduateprogram.org.

Cohort Information, Registration, and Refund Policies

For the blended portion of the program, our classes are scheduled to meet three times per 8-week session, at the same time and location throughout the program, we reserve the right to change the meeting time and/or location due to any unforeseen or extenuating circumstances. Class size is limited to 12 students and a minimum number of student enrollments is required to begin a blended cohort in an off-campus location.

Students enrolling in the blended and online graduate programs will be registered for the entire cohort sequence. Written notification will be required to withdraw from an individual course or to withdraw from the program. Please review the refund and billing policies available online.

Holy Family University Tuition & Fees

The tuition for these cohort programs beginning in Fall 2018 is \$895 per credit hour. Tuition is guaranteed for the length of the program, provided that a student does not miss more than one consecutive course in his/her cohort sequence. Students that miss more than one course consecutively may be required to pay a higher tuition rate for their remaining courses.

Important Contacts

Graduate Information Office	John Parker	(800) 946-9570	jparker@graduateprogram.org
School of Education	Dr. Roseanna Wright		rwright@holyfamily.edu
Business Office (Billing)	Corine Williams	(267) 341-3334	cwilliams@holyfamily.edu
Financial Aid Office		(267) 341-3233	finaid@holyfamily.edu
Chair of the Division of Graduate Studies and Professional Development	Roger Gee	(267) 341-3575	rgee@holyfamily.edu