

Thank you for your interest in Union University's online Education Specialist and Doctoral programs. We are pleased to bring our postgraduate education programs to your local area. Once you submit your application, I will be able to hold your place in the program while you continue to work on your admissions file.

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 **(731) 201-0980** or by email at csmith@graduateprogram.org.



PLEASE NOTE: These programs have a deadline that is quickly approaching.

Complete step 1 as soon as possible so we can start your admission's file

1

Application and \$25 (Ed.S.) or \$50 (Ed.D.) Application Fee for Graduate Admission

Complete and submit the graduate application [online](#).



Once your application has been submitted, turn to pages 2-3 or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of a graduate education degree with Union University!

Sincerely,

Chris Smith

Graduate Information Office

(731) 201-0980

csmith@graduateprogram.org

Apply **online** at our dedicated website for faster processing.

2	Financial Aid & Payment Options (Page 4) Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the FAFSA online. It is in your best interest to complete the financial aid process as early as possible. See page 4 for more information.	☐
3	Official Transcripts (Page 5) Official transcript(s) showing completion of baccalaureate degree(s), and Master degree(s). See page 5 for additional instructions.	☐
4	Writing Sample All candidates, regardless of GPA, must successfully complete the writing sample, demonstrating adequate graduate level writing skills.	☐
5	Resume Please upload an up-to-date, carefully prepared, and error-free resume.	☐
6	Graduate Education Recommendations 1 recommendation from your Principal/Supervisor, 1 recommendation from professional colleague 1 recommendation from the director of your school system (Instructional Leadership Specialization Only)	☐
7	Performance Appraisal (Instructional Leadership Specialization Only) Please upload a copy of the most recent performance appraisal (In TN, the Framework for Evaluation and Professional Growth).	☐
8	Teaching License For those with a TN Teacher License – this can be downloaded from the State of TN website. You may upload your teaching license with the application.	☐
9	Verification of Experience Form (Instructional Leadership Specialization Only) Please have this form completed by applicant's school system documenting at least 2 years of teaching experience.	☐
10	Interview with the Director This will take place after all steps have been submitted.	☐

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How to Apply for Financial Aid:

- 1 Complete the Free Application for Federal Student Aid (FAFSA).** The FAFSA is [available online](#). If you do not have access to a computer you may request a paper version from the Financial Aid Office. **Students should submit the 2026-2027 form. You will need your 2024 Federal Tax Return, your FSA ID, and Union University's code (003528). Graduate students are considered independent for financial aid purposes.**
- 2 Review your Student Aid Report (SAR) for accuracy.** Online processing time for the FAFSA takes 2-3 business days. The Department of Education will notify you when your application is processed and will provide you with a Student Aid Report (SAR). If you notice any errors after reviewing your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Union once you have been academically accepted.** This lists the financial aid you will qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions on your award.
- 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 <https://studentloans.gov/myDirectLoan/index.action> (you will need your FSA ID from Step 1).

Federal Loan Requirements:

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

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

Questions? Call the Financial Aid Office at 731-661-5015 or finaid@uu.edu

Enrolling in a Pay-As-You-Go Payment Plan:

The Nelnet Business Solutions (formerly FACTS) payment plan gives families and option of budgeting monthly payment. Please apply for a payment plan online at uu.edu/paymybill or with the Student Accounts office at **731-661-5071**.

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. Union University 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 <https://studentaid.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.**

The TEACH Grant:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program, created by Congress through the College Cost Reduction and Access Act of 2007, provides grants to students (Undergraduates or Graduate) who intend to teach in a public or private elementary or secondary school that serves students from low-income families and teaching in a high need field. If a student fails to complete the teaching requirement, the grant will convert into an Unsubsidized Direct Stafford Loan. Recipients of the TEACH Grant MUST complete the **TEACH Grant Application**. Additionally, if offered a TEACH Grant, TEACH Grant Counseling and an Agreement to Serve (ATS) must be completed each year the award is received — both can be completed below.

For more information, visit <https://studentaid.gov/teach-grant-program>.

Union University requires official transcript(s) showing completion of baccalaureate degree(s), and Master degree(s). Even if withdrawal occurred prior to earning credits and even if those credits do not apply to the current degree being sought, official transcripts must be sent from each institution. **Must be a minimum grade point average (GPA) of 3.2 on a 4.0 scale combined.**

REQUEST OFFICIAL 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 **(731) 201-0980**.

SEND ELECTRONICALLY:

It is the policy of Union University to only accept electronic transcripts from the institution or from an established provider such as Script Safe, Parchment, National Student Clearinghouse, Docufile. We will not accept copies emailed from the student(s) in any format. Once Admissions has received the transcript(s), the transcript(s) will be printed and stamped as official for Union University.

SEND BY MAIL:

Sealed transcripts may be mailed to:

Union University
Office of Graduate Studies in Education
Attn: Registrar
1050 Union University Drive
Jackson, TN 38305

For:

Teachers who want to earn their Specialist degree in Instructional Leadership Concentration and add on Instructional Leader Licensure.

What You Learn:

- Demonstrate within your disciplines advanced knowledge and skills, and the ability to apply research that extends the body of knowledge in the field.
- Display competency in the critical evaluation of issues, trends and methodologies.
- Enhance your ethical decision-making ability through an academic environment integrated with the Christian faith.
- Build intellectual and moral knowledge to cope with a pluralistic world to better serve communities and their schools.

How You Learn:

All courses are offered in an online format.

Career Outcomes:

The IL concentration offers a license program that can earn the graduate the Tennessee Instructional Leadership License. Through this concentration, which includes a practicum that is closely supervised and directly related to the student's individual needs, students can earn licensure as a principal or supervisor under standards approved by the Tennessee Department of Education.

Degree Requirements:

Course #	Title	Credits
EDR 700	Research Issues in Educational Leadership	3
EDU 702	Engaged Learning	3
EDU 703	Supervision	3
EDU 706	Organizational Decision Making	3
EDU 707	Legal Issues in School Governance	3
EDU 708	Curriculum and School Improvement	3
EDU 714	Leadership Issues I: Theories and Strategies	3
EDU 715	Leadership Issues II: Planning and Finance	3
EDU 721	Literacy Across the Curriculum	3
EDU 722	Teacher Leadership	3
EDU 723	Faith and Ethics in Educational Leadership	3
EDU 737	Leadership Practicum Summer	1
EDU 738	Leadership Practicum Fall	1
EDU 739	Leadership Practicum Spring	1
Total Credit Hours:		36

Note: Exit Assessment: Completion of Practicum, Completion of SLLA Exam, and Graduation.

For:

Teachers who want to earn their Ed.S. degree with Teacher Leadership Concentration. This is a non-licensure track designed for teacher leaders who desire knowledge of concepts and strategies for school and classroom leadership.

What You Learn:

- Demonstrate within your disciplines advanced knowledge and skills, and the ability to apply research that extends the body of knowledge in the field.
- Display competency in the critical evaluation of issues, trends and methodologies.
- Enhance your ethical decision-making ability through an academic environment integrated with the Christian faith.
- Build intellectual and moral knowledge to cope with a pluralistic world to better serve communities and their schools.

How You Learn:

All courses are offered in an online format.

Career Outcomes:

This area of concentration is for students who desire the knowledge, skills, and dispositions of a school leader without the licensure.

Degree Requirements:

Course #	Title	Credits
EDR 700	Research Issues in Educational Leadership	3
EDU 702	Engaged Learning	3
EDU 703	Supervision	3
EDU 706	Organizational Decision Making	3
EDU 707	Legal Issues in School Governance	3
EDU 708	Curriculum and School Improvement	3
EDU 714	Leadership Issues I: Theories and Strategies	3
EDU 715	Leadership Issues II: Planning and Finance	3
EDU 721	Literacy Across the Curriculum	3
EDU 722	Teacher Leadership	3
EDU 723	Faith and Ethics in Educational Leadership	3
EDU 732	Leadership Growth Paper	3
Total Credit Hours:		36

Note: Exit Assessment: Presentation of Leadership Growth Paper

For:

Teachers who want to earn their Ed.S. degree with Leadership in School Reform Concentration. This is a non-licensure track for educators with a degree, license, or experience in school leadership. The degree is based on Union's conceptual framework of A Teacher-Student Dynamic of Sensitivity, Reflection and Faith.

What You Learn:

- Demonstrate within your disciplines advanced knowledge and skills, and the ability to apply research that extends the body of knowledge in the field.
- Display competency in the critical evaluation of issues, trends and methodologies.
- Enhance your ethical decision-making ability through an academic environment integrated with the Christian faith.
- Build intellectual and moral knowledge to cope with a pluralistic world to better serve communities and their schools.

How You Learn:

All courses are offered in an online format.

Career Outcomes:

A non-licensure track for educators with a degree, license, or experience in school leadership that encourages students to create and actualize a vision for leadership in 21st century schools.

Degree Requirements:

Course #	Title	Credits
EDU 600	Community Involvement to Improve Schools	3
EDU 606	Accountability for Greater Student Learning	3
EDU 700	Research Issues in Educational Leadership	3
EDU 702	Engaged Learning	3
EDU 711	Leadership Seminar: Politics, Policy and Instruction	3
EDU 716	Purpose and Plan for Action Research	3
EDU 717	Entrepreneurial School Leadership	3
EDU 718	The Changing Superintendency	3
EDU 722	Teacher Leadership	3
EDU 723	Faith and Ethics in Educational Leadership	3
EDU 741	Leadership Development Research Project I	3
EDU 742	Leadership Development Research Project II	3
Total Credit Hours:		36

For:

Teachers who want to earn their Ed.D. degree with P12 Instructional Leadership concentration.

What You Learn:

Positively contribute to administration, teaching, policy and curriculum formation, and research.

How You Learn:

All courses are offered in an online format.

Career Outcomes:

The primary purpose is to provide experienced educators a broad, systematic understanding of educational theory, inquiry, and practice, as well as an ability to create and apply current research to educational problems. Students also work toward earning the Tennessee Instructional Leadership License.

Degree Requirements:

Course #	Title	Credits
	Leadership Issues Courses:	
EDU 707	Legal Issues in School Governance	3
EDU 712	Pre-Candidacy Resources	3
EDU 714	Leadership Issues I: Theories and Strategies	3
EDU 715	Leadership Issues II: Planning and Finance	3
EDU 722	Teacher Leadership	3
EDU 723	Faith and Ethics in Educational Leadership	3
	Leadership Practice Courses:	
EDU 703	Supervision	3
EDU 706	Organizational Decision Making	3
EDU 708	Curriculum and School Improvement	3
EDU 721	Literacy Across the Curriculum	3
EDU 737	Leadership Practicum Summer	1
EDU 738	Leadership Practicum Fall	1
EDU 739	Leadership Practicum Spring	1
	Leadership Research Courses:	
EDR 700	Research Issues in Educational Leadership	3
EDR 707	Leadership Research Seminar	3
EDR 710	Intermediate Statistics	3
EDR 712	Dissertation Research Seminar	3
EDR 720	Research Methods and Design	3
EDR 725	Advanced Statistics and Design	3
EDR 790	Dissertation	9
Total Credit Hours:		60

Note: Exit Assessments: Completion of Minimum of 3.2 GPA in Ed.D. courses, the qualifying paper, dissertation proposal (with approval by committee), comprehensive examination, oral defense of comprehensive examination, dissertation, and oral defense of dissertation.

For:

Teachers who want to earn their Ed.D. degree with P-12 Teacher Leadership concentration.

What You Learn:

Positively contribute to administration, teaching, policy and curriculum formation, and research.

How You Learn:

All courses are offered in an online format.

Career Outcomes:

The primary purpose is to provide experienced educators a broad, systematic understanding of educational theory, inquiry, and practice, as well as an ability to create and apply current research to educational problems. This is a non-licensure option.

Degree Requirements:

Course #	Title	Credits
Leadership Issues Courses:		
EDU 707	Legal Issues in School Governance	3
EDU 712	Pre-Candidacy Resources	3
EDU 714	Leadership Issues I: Theories and Strategies	3
EDU 715	Leadership Issues II: Planning and Finance	3
EDU 722	Teacher Leadership	3
EDU 723	Faith and Ethics in Educational Leadership	3
Leadership Practice Courses:		4
EDU 702	Engaged Learning	3
EDU 703	Supervision	3
EDU 706	Organizational Decision Making	3
EDU 708	Curriculum and School Improvement	3
EDU 721	Literacy Across the Curriculum	3
Leadership Research Courses:		
EDR 700	Research Issues in Educational Leadership	3
EDR 707	Leadership Research Seminar	3
EDR 710	Intermediate Statistics	3
EDR 712	Dissertation Research Seminar	3
EDR 720	Research Methods and Design	3
EDR 725	Advanced Statistics and Design	3
EDR 790	Dissertation	9
Total Credit Hours:		60

Note: Exit Assessments: Completion of Minimum of 3.2 GPA in Ed.D. courses, dissertation proposal (with approval by committee), comprehensive examination, oral defense of comprehensive examination, dissertation, and oral defense of dissertation.

For:

Teachers with leadership experience, a school leadership license, or a school leadership degree who want to earn their Ed.D. with P-12 School Administration Specialization and Leadership in School Reform Concentration.

What You Learn:

Positively contribute to administration, teaching, policy and curriculum formation, and research.

How You Learn:

All courses are offered in an online format.

Career Outcomes:

The purpose of the Leadership in School Reform concentration is to create and actualize a vision for leadership in 21st century schools, embodying the best of research and practice in policy, child development, learning, teaching, and leadership within the context of school reform.

Degree Requirements:

Course #	Title	Credits
EDU 600	Community Involvement to Improve School	3
EDU 606	Accountability for Greater Student Learning	3
EDU 702	Engaged Learning	3
EDU 711	Leadership Seminar: Politics, Policy and Instruction	3
EDU 712	Pre-Candidacy Resources	3
EDU 716	Purpose and Plan for Action Research	3
EDU 717	Entrepreneurial School Leadership	3
EDU 718	The Changing Superintendency	3
EDU 723	Faith and Ethics in Educational Leadership	3
EDU 741	Leadership Development Research Project I	3
EDU 742	Leadership Development Research Project II	3
EDR 700	Research Issues in Educational Leadership	3
EDR 707	Leadership Research Seminar	3
EDR 710	Intermediate Statistics	3
EDR 712	Dissertation Research Seminar	3
EDR 720	Research Methods and Design	3
EDR 725	Advanced Statistics and Design	3
EDR 790	Dissertation	9
Total Credit Hours:		60

Note: Exit Assessments: Completion of Minimum of 3.2 GPA in Ed.D. courses, dissertation proposal (with approval by committee), comprehensive examination, oral defense of comprehensive examination, dissertation, and oral defense of dissertation.

About Union University

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being excellence-driven, Christ-centered, people-focused, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

Admission Requirements

In order to be considered for admission, applicants must meet academic requirements and other admission criteria established by Union University. The university reserves the right to deny admission to applicants who do not possess adequate preparation and/or those who fail to meet other admissions criteria. Students who are admitted are required to abide by university policies and regulations. Please review all items in the application checklist of your chosen program and reach out to the graduate information office with any questions.

Transfer Credits

Students who have completed graduate-level courses at another institution may transfer up to 12-27 graduate credits, if the courses are judged equivalent to those required for Union University's graduate education program.

Textbook Information

Visit Union University's bookstore at <https://bookstore.uu.edu/textbooks>

Union University Tuition Information

The tuition rate for students beginning an Ed.S. or Ed.D. program is \$772 per credit hour with a \$34 per credit hour general student fee, for most programs. Union University reserves the right to raise tuition costs for future cohorts or other programs.

Important Contacts

Graduate Information Office	Chris Smith	(731) 201-0980	csmith@graduateprogram.org
Student Accounts Office		(731) 661-5071	
Financial Aid Office		(731) 661-5015	finaid@uu.edu
IT Help Department		(731) 661-HELP	help@uu.edu