BELHAVEN UNIVERSITY

Student Information Packet

Thank you for your interest in Belhaven University's Ed.S./Ed.D. programs. We are pleased to bring our convenient, online post-graduate programs to your local area. Space in each cohort is limited to 16 students. 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 and submitted for admission review.

The doctoral program is divided in to four phases. Phase I is the (Ed.S) Education Specialist portion, divided in to two separate tracks: Licensure or Non-Licensure. Phases II-IV are the (Ed.D) Doctor of Education portion. You have the option of pursuing the Ed.S, both the Ed.S/Ed.D, or the Ed.D (for those who already hold an Ed.S).

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 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) 956-8641** or by email at **spinkston@graduateprogram.org**.

NOTE: Belhaven University strictly limits class size to 16 students and accepts applications 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/belhaven/application-checklist for faster processing.

1 Application (Pages 4 & 5)

Submit your **application online** or complete pages 4 & 5 and return by fax to **(800) 504-7618**.

2 $25 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 Belhaven University.***

Congratulations on your pursuit of a Ed.S./Ed.D. degree with Belhaven University!

Sincerely,

Stansha Pinkston
Graduate Information Office
(800) 956-8641
spinkston@graduateprogram.org

BELHAVEN UNIVERSITY

Application Checklist for Admission

Once you have reserved your seat, please continue with the following steps to complete your admission file for acceptance consideration. A seat reservation alone does not guarantee admission to Belhaven University.

Complete your application steps online at: http://www.graduateprogram.org/belhaven/application-checklist

3 Financial Aid & Payment Options (Pages 7 & 8)

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.**

If using a Pay-As-You-Go plan, follow the instructions on Page 8.

4 Official Transcripts (Page 9)

Belhaven University requires an official transcript showing a conferred Master's Degree in Education or related field, with a minimum 3.0 GPA and 1) Official Bachelor's Degree Transcript from a regionally accredited college or university and 2) All Official Graduate-Level Academic Transcripts from regionally accredited colleges and/or universities. To expedite processing, please request to have your official transcripts sent electronically to **lvandevender@belhaven.edu**. For further instructions, see Page 9.

5 Verification of Experience Form

Applicants must verify a minimum of 3 years of teaching experience for admission in to the program. Please complete included form and return to Graduate Information Office.

6 Letters of Recommendation

Three professional Letters of Recommendation are to be submitted. For each of these, the easiest and fastest way to submit is to use our online system to send a reference form to each of your intended recommenders.

7 Two Artifacts

All applicants will submit 2 artifacts that clearly demonstrate their leadership potential within his/her most current position. Examples: samples of curriculum guides, letters of communications to parents, workshop presentations, power points, etc.

8 GRE or MAT Test Scores

Applicants are required to submit current Official Test Scores (no more than 5 years old) from the Millers Analogy Test (MAT) or Graduate Record Exam (GRE).

9 Essay

Applicants will need to submit an essay describing their background, career goals, and reasons for applying for this program. The essay should include an overview of the experiences in teaching, administrative duties, or other employment opportunities related to involvement in the PK-12 education profession. This should be 3-5 pages in length.

BELHAVEN UNIVERSITY

Application Checklist for Admission

These steps only required for licensure track:

10 Copy of Current Teacher's License

Belhaven University will download a copy of your teaching license as long as it is available in the state database. If we are unable to locate a copy of your license, you will need to provide proof of a current Mississippi valid standard teaching license via our **online system**.

11 Internship Supervision Form

Please use our online system to send an electronic request for the Agreement Form to the administrator of your choice **only after you have spoken to and received agreement from the supervisor you are identifying.**

Additional application steps are pending confirmation- by reserving your seat in a program, we will be able to keep you updated on additional steps as they are confirmed leading up until the start date.

Completing your application steps online at **http://www.graduateprogram.org/belhaven/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:

Belhaven University
Adult and Graduate Admission
4780 I-55 North, Suite 125
Jackson, MS 39211
Attn: Lacey Vandevender

(800) 504-7618

BELHAVEN UNIVERSITY

Application for Admission
(page 1 of 2)

PERSONAL AND CONTACT INFORMATION

Name First | Middle | Last

Suffix | Former Last Name

Social Security Number ___ - ___ - ___ **Date of Birth**

Home Address | City | State | Zip Code | Country

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

Email Address

ENROLLMENT INFORMATION

Summer 2019: ☐ Ed.D- Educational Leadership & Supervision

Fall 2019: ☐ Ed.S- Educational Leadership with License ☐ Ed.S- Educational Leadership (Non-Licensure)

I plan to utilize the following resources to cover my educational costs:

☐ Self-Payment ☐ Employer Reimbursement ☐ Employer Direct Payment

☐ Financial Aid ☐ Veterans' Benefit ☐ Other:

Do you intend to complete a FAFSA? ☐ Yes ☐ No

Have you received federal financial aid in past? ☐ Yes ☐ No

EDUCATION HISTORY

Have you previously attended Belhaven? ☐ Yes ☐ No **Currently enrolled in college?** ☐ Yes ☐ No

A Bachelor's or Master's degree in Education (or a related field) from a regionally-accredited college or university and a minimum of 1 year related experience are required to enroll in Belhaven's Online Graduate Education programs.

Do you have a Bachelor's or Master's degree in Education from a regionally accredited college or university? ☐ Yes ☐ No

Institution Name **City** **State**

Did you graduate? ☐ Yes ☐ No **Degree Earned or Pursued**

Institution Name **City** **State**

Did you graduate? ☐ Yes ☐ No **Degree Earned or Pursued**

Institution Name **City** **State**

Did you graduate? ☐ Yes ☐ No **Degree Earned or Pursued**

Can you provide evidence of holding a valid standard teaching license? ☐ Yes ☐ No

BELHAVEN UNIVERSITY

Application for Admission
(page 2 of 2)

EMPLOYMENT

Please list work history that includes a minimum of one year work experience.

Job Title **Employer**

Phone Number **City** **State**

Start Month **Start Year** **Hours Per Week** **Full Time or Part Time?**

Job Title **Employer**

Phone Number **City** **State**

Start Month **Start Year** **Hours Per Week** **Full Time or Part Time?**

Job Title **Employer**

Phone Number **City** **State**

Start Month **Start Year** **Hours Per Week** **Full Time or Part Time?**

COMPUTER REQUIREMENTS

☐ **I have reviewed the computer requirements for the online program at http://online.belhaven.edu/college_computer_requirements.htm. I understand that DSL or other broadband service internet is required in order to attend my online courses. I understand that a dial-up modem connection is not acceptable.**

MISCELLANEOUS INFORMATION

How did you hear about Belhaven?

Please indicate anyone you know who would also benefit from a Christian education at Belhaven University:

Name *First* *Last*

Email **Phone** ( )

Church Name **Religious Affiliation**

Military Affiliation **Military Benefits**

FEDERAL REPORTING

The following information is optional and does not affect the admission process. It is used for statistical purposes and to provide information required by the U.S. Department of Education in accordance with applicable federal regulations. An answer in each category would be appreciated.

Country of Birth **Country of Residence**

Primary Citizenship **Gender**

Veteran Status **Marital Status**

Are you of Hispanic/Latino ethnicity or descent? ☐ Yes ☐ No

Select one or more races with which you identify yourself: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

SIGNATURE

I hereby affirm to the best of my knowledge that all information on this form is complete and accurate and that any omission or misrepresentation may result in denial to the program, loss of credits, and/or dismissal from Belhaven University. If enrolled, I agree to abide by all the policies of Belhaven University including, but not limited to, those represented in the catalogue and student handbook; I also give Belhaven University permission to send and supply news, photos and honors to my hometown newspaper and university publications including the web.
Belhaven University is committed to a policy of non-discrimination on the basis of race, color, sex, religion, handicap, age, or national/ethnic origin.
Your signature below confirms that you have read and fully understand these terms and conditions.

Signature **Date**

BELHAVEN UNIVERSITY

Application Fee Payment Form

TO PAY ONLINE: Go online to **http://www.graduateprogram.org/belhaven/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 $25 **non-refundable** application fee. If you prefer, please contact the Graduate Information Office at **(800) 956-8641** 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 ☐ AMEX **Amount: $25.00**

Card Number **Expiration Date**

Card Verification Value **Card Holder's Phone Number**

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 $25 **non-refundable** application fee. Make checks payable to Belhaven University and mail your check to Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211, Attn: Lacey Vandevender.

Student Name

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

Student Signature **Today's Date**

Please return all application materials by fax or mail to:

Belhaven University
Adult and Graduate Admission
4780 I-55 North, Suite 125
Jackson, MS 39211
Attn: Lacey Vandevender

(800) 504-7618

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

BELHAVEN UNIVERSITY

Financial Aid Information

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 Aid Office at **(800) 960-5940.**

HOW TO APPLY FOR FINANCIAL AID

1. **Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students beginning in Summer 2019 should submit the 2018-2019 form. You will need your 2016 Federal Tax Return. Students beginning in Fall 2019 should submit the 2019-2020 form. You will need your 2017 Federal Tax Return. All students will need your FSA ID (**https://fsaid.ed.gov/npas/index.htm**) and **Belhaven University's School Code (002397)**. 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 your initial award letter by mail and by email.** This letter 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 Aid 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? Contact the Financial Aid Office at (800) 960-5940 or email studentaid@belhaven.edu.

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. Belhaven University is not responsible for verifying 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.

TEACH GRANT

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to $4,000 a year in grant assistance to students who plan to teach in certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant.

For more information visit https://studentaid.ed.gov/sites/default/files/teach-grant.pdf

BELHAVEN UNIVERSITY

Pay-As-You-Go Payment Plans

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

Belhaven University's commitment to offering a quality, affordable Christian education is one reason the University strives to provide flexible payment options for each Belhaven student. We know that every student's financial situation is different, so we provide multiple payment options in order to meet the needs of each individual and his or her family. 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 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.

Payment Options

MAKE A ONE-TIME PAYMENT:

1. Log in to Blazenet at **https://blazenet.belhaven.edu**
2. Under Self-Service, choose Financial Information, then choose Make a Payment
3. Select the fields and amounts to be paid
4. Select the method of payment

AUTOMATED PAYMENT PLAN:

- **https://payplan.officialpayments.com/PlanEnrollment/SelectPlan.aspx**
- Belhaven offers an automated payment plan service in partnership with Official Payments. Once enrolled, the plan allows your credit card, debit card, savings account or checking account to be automatically billed monthly according to your payment schedule.
- Plans vary in length, and start throughout the term. All payment plans are term-based and complete within the term they are set for.
- Before selecting your payment plan, check the status of your Belhaven student account by logging in to Blazenet; under the Self-Service menu, choose View Account.
- Once you have checked your account, you will access **https://payplan.officialpayments.com/PlanEnrollment/SelectPlan.aspx** to select your payment plan. This automated process will draft your credit card/account each month.

Make sure you have signed your Master Promissory Note and completed your Entrance Counseling at http://studentloans.gov if you have not done so previously.

If at any time you need assistance, please contact one of our Answer Center Agents at 601-968-5933, and they can assist you or connect you with the appropriate staff member.

Questions? Contact the Student Accounts Office at (601) 968-5933.

IMPORTANT

- We will work with students who receive tuition reimbursement from their employer. Contact the Student Accounts Office for details.
- 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.
- If you prefer not to use a payment plan, and would rather make a one-time payment, you may do so using your student portal or you may mail a check to Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211.

BELHAVEN UNIVERSITY

How to Request Transcripts

Belhaven University requires an official transcript from all universities previously attended, with a minimum cumulative GPA of 3.0. Belhaven is required to maintain an overall cohort average GPA of 3.0 for accreditation purposes.

If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the seat reservation process; however, official, sealed transcripts are required in order to be considered for admission to Belhaven University. **Students who have completed 6 or more hours of graduate coursework must also submit their graduate-level transcripts**. Follow the steps below to request all necessary transcripts.

TO ORDER 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) 956-8641**.

Please have all official transcripts sent electronically to:

lvandevender@belhaven.edu

Or have official transcripts mailed to:

Belhaven University
Adult & Graduate Admissions
Attn: Lacey Vandevender
4780 I-55 North, Suite 125
Jackson, MS 39211

Remember: Full admission cannot be offered until all official transcripts are received.

BELHAVEN UNIVERSITY

Letter of Recommendation Form (Educational Leadership)

Note: The easiest way to complete your recommendation is to have the form emailed directly to your administrator/superintendent by going to http://www.graduateprogram.org/belhaven/application-checklist and clicking "Letter of Recommendation."

TO THE STUDENT CANDIDATE: (Please fill in the top section before giving to your administrator to complete)

Name _____

Program ☐ M.Ed. in School Leadership & Administration ☐ Ed.S/Ed.D in Educational Leadership

TO THE RESPONDENT:

The above has given your name as a reference to support his/her application for graduate study as a candidate for Belhaven University's graduate program indicated above. Please share your opinion of this candidate with us, paying special attention to the fact that successful completion of this program qualifies the candidate as a School Administrator. For each of the attributes listed below, use the following scale to compare this candidate to other teachers/principals you have interacted with and check the appropriate descriptor.

Please evaluate the applicant on the following items:

	0 = Cannot Judge	1 = Outstanding	2 = Excellent	3 = Very Good	4 = Good	5 = Adequate	6 = Inadequate
Academic Abilities	☐	☐	☐	☐	☐	☐	☐
Leadership Abilities	☐	☐	☐	☐	☐	☐	☐
Interpersonal Skills / Interaction Style with other teachers	☐	☐	☐	☐	☐	☐	☐
Interpersonal Skill / Interaction with students	☐	☐	☐	☐	☐	☐	☐
Interpersonal Skill / Interaction with parents	☐	☐	☐	☐	☐	☐	☐
Ability to Work Independently	☐	☐	☐	☐	☐	☐	☐
Motivation / Perseverance Toward Educational Goals	☐	☐	☐	☐	☐	☐	☐
Writing Skills	☐	☐	☐	☐	☐	☐	☐
Time Management Skills / Punctuality / Organization	☐	☐	☐	☐	☐	☐	☐
Public Speaking Abilities	☐	☐	☐	☐	☐	☐	☐
Emotional Maturity / Stability / Responsibility	☐	☐	☐	☐	☐	☐	☐
Professional & Ethical Conduct	☐	☐	☐	☐	☐	☐	☐
Uses Technology to Learn / Communicate Effectively	☐	☐	☐	☐	☐	☐	☐

Please indicate your evaluation of this candidate's potential for success as a School Leader/Administrator: (Please check one)

- ☐ **A. OUTSTANDING POTENTIAL.** I would definitely want to hire this person as an administrator in my district/building.
- ☐ **B. STRONG POTENTIAL**. I would consider hiring this person as an administrator in my district/building.
- ☐ **C. ACCEPTABLE POTENTIAL.** Guarded optimism. Might need extra support.
- ☐ **D. MINIMAL POTENTIAL.** Unlikely to succeed as a principal/administrator.

Including this school year, how many years of teaching experience does this candidate possess? _____

Name (Print) _____

Position _____ **School or District** _____

Address _____ **Phone Number** ( )

In what capacity have you known the candidate? _____

Signature _____ **Date** _____

Please return by fax to **(800) 504-7618** or by mail to:
Belhaven University, Adult and Graduate Admission, 4780 I-55 North, Suite 125, Jackson, MS 39211

BELHAVEN UNIVERSITY

Admissions Essay (Educational Leadership)

Successful Essays for Ed.S and Ed.D programs at Belhaven University:

The admissions essay portion of the Belhaven application is highly regarded and read by the Dean of Admissions.

The essay should be 3-5 pages in length and describe your background, career goals, and reasons for applying to your specific program. This should tie in examples of your experiences in teaching, administrative duties, or other employment opportunities related to involvement in the K-12 teaching profession.

Successful essays demonstrate:

- Specialist/Doctorate level writing capabilities
- Clear and concise examples of work experiences, goals, and reasons for applying to your program of choice
- Organized paragraphs and topics (no "topic hopping", paragraphs should flow together)
- Proper grammar and punctuation

Questions to ask yourself while writing your essay:

- What ways have my work experiences aided my teaching abilities with K-12 students? What is a specific work example that I have?
- How will this program relate to and build off of my current work experiences?
- What are my future goals teaching the K-12 population?
- How will a Belhaven graduate degree help me reach my future goals?
- Since one of the main components of these programs is Leadership, what is your vision to advance leadership at the K-12 level?

Be detailed and articulate! Don't be afraid to express any passions that you have when teaching at the K-12 level.

Please return all application materials by fax or mail to:

Belhaven University
Adult and Graduate Admission
4780 I-55 North, Suite 125
Jackson, MS 39211
Attn: Lacey Vandevender

(800) 504-7618

BELHAVEN UNIVERSITY

Verification of Experience

Individuals making application for acceptance into the Belhaven University School of Education Educational Leadership program are required to provide proof of at least three (3) years of experience in a PK-12 education context prior to admission in the program.

TO BE COMPLETED BY THE APPLICANT:

Applicant Name _____ *Last* _____ *First* _____ *Middle/Maiden*

Address _____ _____ *City & State* _____ *Zip Code*

Phone Number ( ) **Email** _____

TO BE COMPLETED BY THE SCHOOL ADMINISTRATOR OR THE DISTRICT HUMAN RESOURCES OFFICE:

The information below is to be completed by the School Administrator or the District Human Resources Office and returned to the Applicant for inclusion with the application file. Applicants are to submit the completed form to the Office of Graduate Admissions.

This is to certify that: _____ *Name* **has successfully completed** _____ **years of experience in a PK-12 context in our school district.**

NOTE: ***Teaching Experience*** is defined as experience accrued by a state licensed teacher in a grade or subject under legal contract in an accredited public, private, elementary, or secondary school.
Educational experiences such as an intern, graduate assistant, student teacher, substitute teacher, aide, or clerical worker **will not be considered appropriate**.

Name of School	Start/Ending Date *Month/Day/Year*	Total Years	Position/Grade/Subject*	School Accreditation Body

**Example: 3rd Grade Elementary Teacher – 9th Grade Math Teacher, etc.*

Signature of Administrator or HR Director _____

Position/Title _____ **Name of School District** _____

Date _____ **State** _____ **Phone** ( )

NOTE: If your 3 years of experience was between two or more school districts, please copy this form to send to each applicable district.

BELHAVEN UNIVERSITY

Intern Mentoring Supervisor Agreement (Only required for Leadership programs with Administrator Licensure)

Candidate Request Form for Intern Mentoring Supervisor
Candidates for the M.Ed./ADM Licensure or Ed.S. Licensure - Educational Leadership Program:

TO THE STUDENT

The information below is required in order to begin your internship hours. Once you have provided these details and your listed site supervisor has accepted the role through our online confirmation process, the School of Education will be able to assign you to a faculty member as your mentor who will assist you in preparing your Internship Portfolio. Please submit this form as soon as you have been admitted to the program. Your internship hours will begin with your first course and continue through all courses in the plan of study (The Belhaven School of Education requires a minimum of 320 internship hours).

Important: **DO NOT** complete this form until you have contacted and followed your school/district policies, and you have permission to be involved in School Administrator Internship hours. Please confirm that you have spoken to and received agreement from the supervisor you are identifying on this form.

**Intern Supervisors must be a current school administrator/principal holding a valid MS Five Year Administrator License or a Standard Career Level Administrator License. A person holding an Entry Level Administrator License cannot be recommended to serve as an Intern Supervisor.*

Please Note: Due to the required internship hours for licensure, those seeking Administrator Licensure cannot apply to the Educational Leadership program who are not currently at the school level. Also, candidates seeking licensure cannot begin the program without a signed agreement from a school building administrator who will be willing to serve as their Mentoring Supervisor during their Internship over the course of their plan of study.

☐ **Initial here to confirm your agreement**

TO THE INTERN MENTORING SUPERVISOR

In applying for the Educational Leadership program in the School of Education at Belhaven University, _____ *Name of Candidate* has identified you to serve as his or her Intern Mentoring Supervisor. Please review the Supervisor's responsibilities below. Please respond by clicking Accept or Decline to communicate your intent to the University.

Name of School Where Applicant is Employed _____ **School Phone Number** _____

Address of School _____ **City, State, Zip** _____

Chief School Administrator/Principal's Name _____ **Grade Applicant Teaches/Position held at the School** _____

INTERNSHIP MENTOR SUPERVISOR'S ROLE AND RESPONSIBILITIES

On behalf of the Belhaven University School of Education, I want to thank you for agreeing to be a site mentor supervisor for one of our Educational Leadership program candidates. The administrator candidate intern will remain a teacher in your school building fulfilling all the contractual obligations as a teacher. The assignments and duties required for the Administrator Internship are to be distributed throughout eight of the courses in the degree plan of study. Internship hours are to be completed by the candidate separate and in addition to the candidate's normal teaching load. The Belhaven School of Education professional standards require a minimum of 320 hours of internship for candidates in the Educational Leadership and Supervision degree programs leading to state administrator licensure (M.Ed. & Ed.S.).

We ask that you help us with several assessment and accountability items while you are mentoring and supervising the intern.

The intern candidate will be given a project/assignment or other requirement as part of each of the eight courses in the degree plan. These project/assignments are aligned to one or two of the National Policy Board for Educational Administration Standards (NPBEA) and address CAEP and ELCC Standards for program review.

The following will be your areas of responsibility:

- Complete two (2) short Administrator Candidate Disposition Assessment Forms as a developmental assessment:
  1. One (1) during the third (3rd) course into the program
  2. A final summative disposition assessment during the eighth (8th) course
- Oversee and provide direction, as well as, give a final assessment evaluation with feedback by implementing the provided course rubric for the intern's course project/assignment at the end of each of the eight (8) required courses.
- Verify the internship hours required for the course and the completed assignment/project. Candidates are required to keep an itemized hourly log confirmed by your signature.
- Communicate with the School of Education Director of Graduate Education any concerns or discrepancies with the intern.
- Provide guidance and support as the intern develops his/her electronic portfolio.
- Provide and allow for additional administrative experiences that allow the intern to demonstrate leadership and/or management skills.

We realize that as a school administrator your time is filled with pressing matters, so we instruct our candidates to be prepared when they approach you for approval, assessment, and guidance regarding the artifacts they must complete. While candidates are enrolled in the School of Education Graduate Program at Belhaven University, the internship program is designed to begin with the first course and continue throughout eight courses in the plan of study.

At the completion of the plan of study, intern administrator candidates will be required to give an oral presentation and a defense of their Internship Portfolio by explaining how and what standard(s) their artifact(s) address. You, the Intern Mentoring Supervisor, will be invited to attend and ask questions of the candidate.

☐ **I accept the role of Intern Mentoring Supervisor for the above mentioned candidate**

☐ **I decline the role of Intern Mentoring Supervisor for the above mentioned candidate**

Name _____ **E-mail** _____

Title _____ **District** _____

School Building Name _____ **School Phone Number** _____

School Address _____

Signature _____

Please Note: No candidate can begin the Educational Leadership program without an agreement with a building administrator to be an Intern mentoring Supervisor on file.

BELHAVEN UNIVERSITY

Education Specialist (Ed.S) in School Leadership & Administration (with Licensure)

For

Professional educators involved in education and schooling who already hold leadership roles in education or those who aspire to leadership positions. This cognate is for those who desire to earn advanced professional expertise along with the Mississippi State Administrator License.

What you Learn

The degree program has been designed to afford professionals in the field of education the opportunity to enhance and expand their knowledge base, conduct research, address current and pressing issues in education, and reinforce the competencies needed as a professional Christian leader in education.

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing a distinctive Christian leadership and service to students, parents, and communities.

The program builds that expertise from a core of courses in learning, development and motivation; data, accountability and leadership; organizational contexts and the use of research to drive decision-making. It is dissertation based and designed for practitioners who already hold leadership roles in education or those who aspire to leadership positions of influence through their engagement in elementary/secondary educational schooling.

How you Learn

This is a fully online cohort. You will log into the online classroom using our online learning management system (Canvas) to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in as little as 22 months.

Career Outcomes

Upon completion of this program, students will have earned a Specialist of Education degree (Ed.S) with an emphasis in School Leadership & Administration. After successful completion of the School Leaders License Assessment Exam (SLLA), Belhaven will recommend candidates for the Mississippi Administration License. The Ed.S in School Leadership and Administration is designed for professional educators in Mississippi schools who want to advance to the role of administrator. Administrative positions include, Principal, Assistant Principal, Superintendent, and Director.

Degree Requirements

EDU 750	Leadership & Management For Effective & Efficient Schools	3
EDU 745	Enhancing Curriculum & Instructional Capacity	3
EDU 746	School Law And Ethical Principles	3
EDU 744	School And Community Relations	3
EDU 757	Assessment For Continuous School Improvement	3
EDU 767	Operations And Fiscal Management	3
EDU 769	Human Resource Leadership	3
EDU 755	Equity And Cultural Leadership	3
EDU 777	Principal Internship I: Role Of The Principal *	3
EDU 775	Literacy Leadership	3
EDU 778	Principal Internship II: Leadership Defense*	3
EDU 786	Principal Internship III: Extension (If Needed)	
	Total Credit Hours:	**33**

NOTE: Candidates must pass the SLLA (School Leaders License Assessment) before Belhaven will make a recommendation for the Mississippi Administrator's License

BELHAVEN UNIVERSITY

Education Specialist (Ed.S) in School Leadership & Administration (Non - Licensure)

For

Professional educators involved in education and schooling who already hold leadership roles in education or those who aspire to leadership positions. This cognate is for those who desire to earn advanced professional expertise but are not seeking a school administrator's license.

What you Learn

The degree program has been designed to afford professionals in the field of education the opportunity to enhance and expand their knowledge base, conduct research, address current and pressing issues in education, and reinforce the competencies needed as a professional Christian leader in education.

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing a distinctive Christian leadership and service to students, parents, and communities.

The program builds that expertise from a core of courses in learning, development and motivation; data, accountability and leadership; organizational contexts and the use of research to drive decision-making. It is dissertation based and designed for practitioners who already hold leadership roles in education or those who aspire to leadership positions of influence through their engagement in elementary/secondary educational schooling.

How you Learn

This is a fully online cohort. You will log into the online classroom using our online learning management system (Canvas) to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities done electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in as little as 22 months.

Career Outcomes

Upon completion of this program, students will have earned a Specialist of Education degree (Ed.S) in School Leadership & Supervision. The Ed.S in School Leadership and Supervision is designed for professional educators in Mississippi schools who already hold an administrative license and/or position, or would like to pursue non-administrative leadership positions such as Lead Teacher, Department Chair, Director of Curriculum, or Mentor.

Degree Requirements

EDU 768	Leadership in the Educational Organizations	3
EDU 770	Advanced School Leadership and Public Relations	3
EDU 773	Leadership for School Conflict Resolution	3
EDU 772	School Organization Analysis	3
EDU 771	Advanced School Law and Ethics	3
EDU 774	Trends & the Future in Elem/Sec Education	3
EDU 776	Politics of Educational Change	3
EDU 751	Historical & Philosophical Perspectives on Edu Practices	3
EDU 779	Contemporary & Global Considerations in Education	3
EDU 766	Transformational Leadership	3
EDU 785	Comprehensive Synthesis of Educational Leadership	3
	Total Credit Hours:	**33**

BELHAVEN UNIVERSITY

Doctor of Education (Ed.D)- Educational Leadership

For

Professional educators involved in education and schooling who already hold 30 hours above their Master's degree as an earned Education Specialist degree and would like to obtain their Doctor of Education in Educational Leadership.

What you Learn

The degree program has been designed to afford professionals in the field of education the opportunity to enhance and expand their knowledge base, conduct research, address current and pressing issues in education, and reinforce the competencies needed as a professional Christian leader in education.

The goal of graduate education is to prepare competent educators who demonstrate both academic excellence and professional knowledge while providing a distinctive Christian leadership and service to students, parents, and communities.

The program builds that expertise from a core of courses in learning, development, and motivation, data, accountability and leadership; organizational contexts and the use of research to drive decision making. It is dissertation based and designed for practitioners who already hold leadership roles in education or those who aspire to leadership positions of influence through their engagement in elementary/secondary educational schooling.

How you Learn

The Doctor of Education (Ed.D) in Educational Leadership has been designed for the professional educator involved in education and schooling. There are three (3) on campus required residencies (residencies are only 2 or 3 days in length) throughout the program. All other courses are offered online. Candidates in the Ed. D program are required to complete Four (IV) Transition Phases in the program. Each transition phase has a set of required courses the candidate will successfully complete before advancing to the next phase.

Career Outcomes

Upon completion of this program, students will have earned a Doctorate of Education degree (Ed.D) in Educational Leadership & Supervision. This degree can lead to advanced leadership positions such as Superintendent (must have an administrative license), Chief Learning Officer, Training & Development Manager, and Chief Academic Officer.

Degree Requirements

Phase I: Professional Advanced Education Courses (Education Specialist - Ed.S.) 33 Hrs

Once a candidate has completed the Ed.S. degree, professional advanced course work, and if in good standing and eligible, up to 33 hours of the Belhaven University Ed.S. degree may be applied to the Doctor of Education (Ed.D.) degree. The candidate has the option to continue and seamlessly transition into the Ed.D. program. Up to 30 credit hours from another institution's approved Ed.S. program may be applied.

EDU 785 as a "Leveling Course" will be required of those coming into the ED.D. program with an earned ED.S. degree received from another institution of higher education having an approved/ recognized ED.S. degree program. A maximum of 30 credit hours from an Ed.S. degree will be considered for credit applied to the Belhaven University School of Education Ed.D. degree.

Phase II- Introductory & Orientation Courses to the Ed.D. Program. 6 Hrs

These three courses are included as part of residency 1 (R1) a 3 day residency on campus. These three courses also require pre and post residency course work.

EDU 700(R1)	Ed.D. Orientation Seminar	1
EDU 701(R1)	Advanced Christian Worldview	3
EDU 702(R1)	Enhanced Writing For Scholarship	2
	Ed.D. Introductory Orientation Block:	**6**

Phase III- Research and Methods Courses. 9 Hrs

EDU 705	Research Design and Methods	3
EDU 710	Research Statistics	3
Candidate selects 1 of 2 courses either: EDU 712 or EDU 716		
EDU 712	Advanced Quantitative Statistical Designs	3
EDU 716	Advanced Qualitative Research Methods	3
	Research & Methods Block:	**9**

Phase IV- Dissertation Block. Minimum 12 Hrs

Residency 2 is a 3 day residency on campus required to prepare for dissertation research and writing. Dissertation course hours are taken in sixteen (16) week blocks. Each block equals one semester.

EDU 780(R2)	Dissertation seminar - Development of prospectus/IRB	3
EDU 781	Ed.D. Dissertation Block 1 - Development Chapters 1 & 2 – Proposal Phase	3
EDU 782	Ed.D. Dissertation Block 2 - Development Chapter 3 – Method Phase	3
EDU 783	Ed.D. Dissertation Block 3 - Development Chapters 4 & 5 Research/Results Phase	3
Residency 3 (R3)	Oral Defense - A 1 To 2 Day Residency On Campus.	0
EDU 784	Supplementary Dissertation Hours (as needed). Minimum Dissertation Hrs Required: 12hrs - Additional Dissertation Hours May Be Needed	3
	Dissertation Block:	**12**

Total Ed.D. Doctoral Degree Credit Hours (Minimum) 60

BELHAVEN UNIVERSITY

Important Information

Thank you for your interest in Belhaven University!

About Belhaven University

Belhaven University stands among select Christian colleges and universities and has been repeatedly named one of "America's 100 Best College Buys." The University offers 30 academic majors across a full spectrum of disciplines as well as a variety of graduate programs. In addition, Belhaven has achieved the distinction of being among only 33 universities nationally accredited in each of the major arts – music, theatre, visual art and dance. All programs are taught from a Christian worldview perspective and are guided by the mission to prepare students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas. Only four universities in the state of Mississippi were honored by CollegesofDistinction.com, which focuses its ratings on four distinct categories: engaged students, great teaching, vibrant campus communities and successful outcomes.

Admissions Information

To apply for admission to the Doctoral (Ed.S/Ed.D) Educational Leadership program, the applicant must meet the following requirements: (1) Submit a completed application portfolio with all required items listed in the checklist. (2) Have a teaching degree and certification form an accredited teacher preparation program OR hold alternate route standard teacher certification. (3) Have a minimum 3 years of teaching experience in a public or private school. (4) Have a minimum cumulative GPA of 3.0 or higher.

Students who provide unofficial documentation (such as transcripts) but are missing official documentation may be admitted preliminarily. These students will be given thirty days from the beginning date of the first course to provide official documentation to the Adult and Graduate Admission Office or risk being removed from class. A student cannot be certified for financial aid until he/she is officially admitted to the University.

Transferring Credits

For the Ed.S/Ed.D Educational Leadership programs, no more than six (6) credit hours of transfer graduate work will be accepted. Transfer work must be from a regionally accredited college or university and must have been completed within five years of matriculation in to a Belhaven Graduate Education program.

Refund & Withdrawal Policies

For the most current Belhaven University refund policy, please review the policies in the catalogue found at **http://www.belhaven.edu/catalogue/adult_financial_planning.htm**.

Tuition Information

The discounted tuition is $450 per credit hour for cohort specialist and doctoral degree programs. Tuition is guaranteed for the length of the program, provided that a student does not miss more than one consecutive course in their cohort sequence. Students that miss more than one course consecutively may be subject to the current tuition rate for their remaining courses.

Important Contact Information

Graduate Information Office	Stansha Pinkston	800-956-8641	**spinkston@graduateprogram.org**
Financial Aid & Billing		800-960-5940	**studentaid@belhaven.edu**
School of Education	Dr. Cynthia Wilkins	601-968-8961	**cwilkins@belhaven.edu**
Admissions	Monica French	601-968-8880	**mfrench@belhaven.edu**