

# DALLAS BAPTIST UNIVERSITY

## Application for Ed.D. in Educational Leadership

### BIOGRAPHICAL INFORMATION (Please Print)

Mr.  Mrs.  Miss

Ms.  Dr.  Rev.

\_\_\_\_\_ *Last*

\_\_\_\_\_ *First*

\_\_\_\_\_ *Middle*

Address: \_\_\_\_\_

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *ZIP*

\_\_\_\_\_ *County*

\_\_\_\_\_ *Country*

E-mail: \_\_\_\_\_

Home telephone: (\_\_\_\_) \_\_\_\_\_

Other: (\_\_\_\_) \_\_\_\_\_

Birthplace: \_\_\_\_\_

Name you prefer to be called: \_\_\_\_\_

List other name(s), including maiden, under which we might receive documents for your file: \_\_\_\_\_

#### If not a U.S. citizen, complete the following:

Approved as a Permanent Resident Alien

Approved as a Refugee

Approved under Political Asylum

Approved as a Non-resident Alien

Non-immigrant Visa—please give Visa type:  F1  F2  Other: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Native language: \_\_\_\_\_

If English is your second language, have you taken the Test of English as a Foreign Language (TOEFL)?  Yes  No

TOEFL score: \_\_\_\_\_

Date you took, or will take, the TOEFL: \_\_\_\_\_

**Dallas Baptist University is authorized under Federal Law to enroll non-immigrant students.**

### EMERGENCY CONTACT INFORMATION

Relationship:  Spouse  Sibling  Parent  Friend  Other Telephone: (\_\_\_\_) \_\_\_\_\_

Mr.  Miss  Mrs.  Ms. \_\_\_\_\_

Dr.  Rev. \_\_\_\_\_ *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle*

### FULL-TIME EMPLOYMENT INFORMATION

Employer: \_\_\_\_\_  Not currently employed full time

Business address: \_\_\_\_\_

\_\_\_\_\_ *City*

\_\_\_\_\_ *State*

\_\_\_\_\_ *ZIP*

Work telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please attach a current résumé of previous employment experience.**

How many total **years** have you worked full time? \_\_\_\_\_

## ENROLLMENT INFORMATION

Year you plan to enroll in the Ed.D. Program (Note: Cohorts begin in August of each year.) \_\_\_\_\_

Ed.D. concentration in which you plan to enroll:  Educational Ministry  General Leadership  Higher Education

Have you previously been enrolled at Dallas Baptist University?  Yes  No If yes, the date last enrolled: \_\_\_\_\_

**Dallas Baptist University does not guarantee on-campus housing for graduate students.**

## REFERENCES

Please list the names and addresses of the **three** persons from whom you are requesting recommendations. You must include a designated recommendation form from each of the following three sources: (a) a character or personal recommendation from your church minister; (b) an academic recommendation from a professor with whom you studied at the master's level; and (c) a professional reference from a supervisor under whose oversight you worked.

*Name* *Relationship to you* *Company/Church/Organization*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## ACADEMIC INFORMATION

List below **all** colleges or universities in which you have been officially enrolled (attach extra pages if necessary). Include dates of attendance and degrees (if any) with dates awarded. **Failure to list all schools attended will be considered an intentional omission and lead to denied admission or forced withdrawal.** An official transcript from each school listed, other than DBU, must be submitted. Former DBU students who submitted official transcripts from other schools need not resubmit those transcripts unless the last enrollment at DBU was more than five years ago. Official transcripts, once submitted, are the property of the University and cannot be returned.

*College or University* *City/State* *Credits* *GPA* *Degree* *Major* *Date degree awarded or years of attendance*

<i>College or University</i>	<i>City/State</i>	<i>Credits</i>	<i>GPA</i>	<i>Degree</i>	<i>Major</i>	<i>Date degree awarded or years of attendance</i>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you taken the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), or the Miller's Analogy Test (MAT)?

Yes \_\_\_\_\_ month/year GRE: verbal \_\_\_\_\_ quant \_\_\_\_\_ analytical writing \_\_\_\_\_  
GMAT: verbal \_\_\_\_\_ quant \_\_\_\_\_ analytical \_\_\_\_\_ total score: \_\_\_\_\_  
MAT: score \_\_\_\_\_

No Date you plan to take the GRE, GMAT, or MAT: \_\_\_\_\_ month/year

Have you previously been denied admission to Dallas Baptist University?  Yes  No

If yes, when, and for which program? \_\_\_\_\_

Were you ever admonished, reprimanded, censured, put on probation, dropped, suspended, or expelled by any school, college, graduate school or professional school for academic or disciplinary reasons, or were you allowed to resign or withdraw in order to avoid academic or disciplinary action?  Yes  No

Please attach a separate sheet explaining the circumstances of your academic suspension or dismissal.

(DO NOT INCORPORATE THE ANSWER TO THIS QUESTION INTO YOUR PERSONAL STATEMENT.)

Have you ever pled guilty to or been convicted of violating any law, including a juvenile offense, other than minor traffic violations?

Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Affirmative disclosure does not automatically disqualify you from consideration for admission, but will result in a review by appropriate university officials.**

## DENOMINATION/CHURCH INFORMATION

Religious affiliation:  Baptist  Other: \_\_\_\_\_

Please give the name and location of the church you attend:

\_\_\_\_\_  
*Name* *Address/City/State* *ZIP*

**NOTE: This information is for demographic purposes.**

## INSTITUTIONAL RESEARCH

What most influenced you to apply to DBU?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Advertisement                  | <input type="checkbox"/> DBU Report         | <input type="checkbox"/> Program Director       |
| <input type="checkbox"/> Corporate/University Agreement | <input type="checkbox"/> Friend             | <input type="checkbox"/> Relative               |
| <input type="checkbox"/> DBU Admissions Counselor       | <input type="checkbox"/> Guidance Counselor | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> DBU Faculty/Staff              | <input type="checkbox"/> Location           |   |
| <input type="checkbox"/> DBU Graduate                   | <input type="checkbox"/> Minister           | _____   |

*In making application, I am aware of the requirements and regulations of Dallas Baptist University as stated in the current Graduate Catalog, and I agree to abide by them. I also affirm that all information requested on this application is complete and accurate. I further understand that an omission or misrepresentation of facts on this application could result in my immediate dismissal from the University. **I understand that items submitted as part of my application are non-returnable, including the application fee.** Moreover, if I accept an offer of admission, I hereby authorize Dallas Baptist University to print or publish any photograph or reproduced likeness of me (with or without specifically listing my name) in any advertisement or publication regarding DBU. I release DBU from any liability for printing or publishing a photograph, video or reproduced likeness of me, and I understand that this authorization can only be revoked in writing with a countersignature by an authorized DBU representative.*

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICANT CHECKLIST

- Application Deadline.** To qualify for admission, all application documents must be received at DBU by June 1.
- Official Transcripts.** The applicant must hold earned baccalaureate and master's degrees from an accredited college, university, or seminary, and must have a cumulative GPA of 3.2 or higher in master's coursework. Official transcripts of all earned credit leading toward both degrees must accompany the application.
- Application Fee.** A non-refundable application fee of \$50 must be included with the application.
- Entrance Examination Score.** The applicant must submit the Graduate Record Examination (GRE) with a score at the 50<sup>th</sup> percentile or higher. In lieu of the GRE, the applicant may submit the GMAT, MAT, or other nationally-recognized aptitude tests with comparable scores.
- Admissions Assessment Instrument.** The applicant must complete and submit the written Admissions Assessment Instrument, which will evaluate the applicant's long-range professional and scholarly interests and goals and potential for doctoral-level critical thinking and research.
- Professional Experience.** The applicant must submit, if applicable, a résumé that details the applicant's employment history. Completion of one or more years of full-time employment by the applicant is preferred. Individuals without prior work experience must complete six total semester hours of an internship.
- Letters of Recommendation.** The applicant must include the designated recommendation forms (not a letter of recommendation) from each of the following three sources: (a) character or personal recommendation from the applicant's church minister, (b) an academic recommendation from a professor with whom the applicant studied at the master's level, and (c) a professional reference from a supervisor under whose oversight the applicant worked.
- Church Membership Requirement.** Admission to the Ed.D. in Educational Leadership requires a recommendation from a staff member or church official of which the applicant is currently a member or faithfully attends. The church must hold Jesus Christ to be their Lord and Savior and hold solely the Old Testament and the New Testament as sacred Scripture.
- Employment Letter of Support.** If the applicant is a full-time employee, a letter from the current employer indicating support of the applicant's intent to pursue doctoral studies while the professional relationship is maintained must be included with the application.
- English Language Requirements.** All non-USA citizens except those who received an accredited baccalaureate and/or master's degree from the United States, must take the computer form of the Test of English as a Foreign Language (TOEFL), the Test of Written English (TWE), and the Test of Spoken English (TSE). The required scores are as follows: TOEFL—235-249 is the range for conditional admittance to the program, while those who score 250 or above may be admitted unconditionally; TWE—5; and TSE—50. These examinations should be taken no later than three months preceding the deadline for admission. Official copies from the national testing centers should be sent directly to DBU's Doctor of Education in Educational Leadership program office.
- Admissions Interview.** The invited applicant must be present for a personal interview during a one-day Admissions Interview Event at DBU. The applicant will meet with department and Ed.D. program faculty to provide all parties with opportunities to assess the reciprocal compatibility of the program and applicant.
- Prerequisite.** Prior to enrolling in the quantitative methods course, students must have completed a graduate-level statistics course, with a grade of B or higher. The DBU equivalent course is MANA 6303, Research and Statistics.

\* Acceptance is contingent upon meeting admission requirements.

*In accordance with federal law, Dallas Baptist University prepares an annual security report that is available upon request to the Campus Security Department. The report contains information about the Campus Security Department, how to report and respond to criminal activity, and statistical information regarding campus crimes, if any.*

*Dallas Baptist University does not unlawfully discriminate on the basis of age, sex, disability, race, color or national origin. Under federal law, the University may discriminate on the basis of religion in order to fulfill its purposes.*



**GARY COOK**  
**SCHOOL of LEADERSHIP**  
**DALLAS BAPTIST UNIVERSITY**

3000 Mountain Creek Parkway • Dallas, Texas 75211-9299 • (214) 333-6823 • Fax: (214) 333-5594