

**EDUCATIONAL LEADERSHIP PROGRAM:
ADMISSION REQUIREMENTS AND CHECKLIST**

All applicants to the Educational Leadership program must:

1. Have achieved a minimum 2.75 cumulative GPA in undergraduate work or 3.0 in graduate work
2. Furnish the following items to the program director as outlined below:

Application Packet Requirements Checklist

Submit the following information to the program director at the following address:

City University of Seattle
Educational Leadership Program
521 Wall St., Suite 100
Seattle, WA 98121
edleadership@cityu.edu

- City University of Seattle application (submitted online at www.cityu.edu).
- \$50.00 application fee (waived for City University of Seattle alumni)
- Copy of your official transcripts
- A hard copy (front and back) of a valid teaching or ESA certificate
- Provide Verification of Prerequisite Teaching or ESA Experience (FORM SPI/CERT 4001 F-C: attached)
- Resume outlining your professional history as well as education
- Responses to the nine questions of the writing assessment (attached)
- List of three references. Please provide name, position/title, school/district/organization, email address and daytime phone number for the following individuals:
 - Your current supervisor (administrator who will serve as your mentor)
 - A district or executive level administrator
 - A personal reference

Additional requirements based on specific program:

Graduate Certificate Educational Leadership: Principal/Program Administrator Certificate ONLY	MEd. Educational Leadership: With Principal/Program Administrator Certificate	MEd. Leadership: Without Certificate	Non Certification
Master or Doctor degree with minimum 3.0 GPA	Bachelor's degree with minimum 2.75 cumulative GPA	Bachelor's degree with minimum 2.75 cumulative GPA	Master or Doctor degree with minimum 3.0 GPA

**EDUCATIONAL LEADERSHIP PROGRAM:
WRITING ASSESSMENT**

On a separate sheet of paper, please answer the following questions and enclose your responses with your application. Please limit your answers to one or two paragraphs per short-essay question.

Your answers to these questions will be a foundation for discussion during your interview with the program director or a faculty member.

1. Describe your reasons for wanting to enroll in the Educational Leadership Program/Ed D Concentration.
2. Describe one or more significant life experiences that have contributed to your aspirations to become an executive administrator.
3. If we asked your current supervisors and colleagues to identify your three greatest strengths, what would they tell us? What would they say are the three areas you need to work on and develop to become even more successful?
4. Describe the conditions that best facilitate student learning. Identify those strategies you use and would use to assure maximum learning for all students. If you are not an educator, identify conditions that best facilitate organizational outcomes/mission; identify those strategies you use or would use to assure maximum effectiveness.
5. Describe your involvement in the leadership and improvement efforts within your organization
6. In what ways do you address diversity in your personal or professional work
7. List the professional organizations to which you currently belong and the workshops or conferences you have attended during the past two years.
8. Describe your participation in an effective team: What did you contribute and why was the team effective?
9. Describe one major issue that organizations face and share how you as an executive leader would begin to address the issue. What caused this issue? What are the problems and barriers that must be overcome?

Please feel free to give us any other information about yourself that will be important in evaluating your readiness for acceptance into City University of Seattle's Educational Leadership Program/Centration.

Date: _____ Applicant's Signature _____