

**DOCTOR OF EDUCATION:  
CURRICULUM AND INSTRUCTION**

**APPLICATION PROCEDURES  
COLLEGE OF PROFESSIONAL STUDIES**

**COPS GRADUATE OFFICE**  
BUILDING 86, ROOM 113  
11000 UNIVERSITY PARKWAY  
PENSACOLA, FL 32514  
(850) 474-2768



**FALL 2006**

## Admission Criteria for the Ed.D. in Curriculum and Instruction

Students who meet the admission requirements for the Ed.D. should complete the application and place it in the envelope provided. To be eligible to be admitted to the Ed.D. Program students must meet the following:

1. Have a master's degree from a regionally accredited college or university.
  2. Have an official GRE score
- AND**
3. Have met two of the following:
    - a. A GRE Test score. The total score of 1000 or higher is desired.
    - b. A master's degree GPA of at least 3.5
    - c. A GPA of at least 3.0 on the last 60 semester hours of the bachelor's degree
- AND**
4. Submit three letters of recommendation from persons in a position to comment about the applicant's academic capability and leadership potential;
  5. Submit a one page written goal statement to be reviewed by the faculty in the selected specialization area; and
  6. Complete and submit a UWF and COPS Application.

**\*Applicants who meet the above criteria are eligible to be admitted into the Ed.D. Program. However, specialization areas may require students to complete additional expectations. Consult individual program specialization areas for more information. Students applying for the Teacher Education specialization, please see the enclosed admission requirements.**

To be considered for admission into the Ed.D. Program, the application deadlines listed below must be met. Only FULLY completed applications will be considered. A FULLY completed application consists of: (1) graduate student application (<http://uwf.edu/admissions/gforms.shtml>); (2) two official transcripts and an official GRE score; (3) Ed.D. Specialization Declaration; (4) three letters of recommendation; and (5) one-page written goal statement.

Semester Entering Program	Application Deadline
Spring	October 1
Summer	March 1
Fall	June 1

Only students who fully complete the Ed.D. Admission procedures will be review for admission into the Program.

## **Directions for Completing the Admission Procedures For the Ed.D. in Curriculum and Instruction**

To be considered as a candidate for admission to the Ed.D. in Curriculum and Instruction, students will: (1) complete and submit the UWF graduate student application (<http://uwf.edu/admissions/gforms.shtml>); (2) submit three letters of recommendation; (3) submit a written statement; (4) send two official transcripts and official GRE scores to the Office of Admissions; and (5) complete and submit an Ed.D. Specialization Declaration form. The Ed.D. Program Committee and the faculty in the specialization areas will review student admission materials. Applicants who meet the admissions criteria are eligible to be admitted into the Ed.D. Program. However, specialization areas may require students to complete additional expectations. Directions for each of these admission procedures are explained below. *NOTE: Once students complete the UWF application, they should send the application to the Cashier's Office, even if they have not completed the letters of recommendation, the written statement, or the COPS Ed.D. Specialization Declaration form. However, all admission material must be completed and returned to the appropriate offices.*

### **Directions for Completing the UWF Application (green form)**

Upon completion of the UWF application (except for page 5, number 16) students should place the application and the \$ 30.00 processing fee in the envelope provided and mail to: Cashier's Office (Building 20). Directions for items pertaining directly to the Ed. D. program are listed below.

- |                   |   |
|-------------------|---|
| Page 2 Number 8.  | Check Ed. D. Program  |
| Page 2 Number 9.  | Write Ed.D. Program in the space provided   |
| Page 2 Number 10. | Write one of the following six specialization areas in the space provided: (1) Administrative Studies; (2) Curriculum and Instruction; (3) Teacher Education; (4) Instructional and Performance Technology; (5) Science and Social Sciences; and (6) Evaluation and Accountability. |
| Page 2 Number 11. | Write in the date to represent the year and semester you seek admission into the Ed.D. Program.   |
| Page 4 Number 5.  | Check Ed.D. Program   |
| Page 4 Number 6.  | Write in the date to represent the year and semester you seek admission into the Ed.D. Program.   |
| Page 4 Number 7.  | Write Ed.D. Program in the space provided.  |
| Page 4 Number 8.  | Write one of the following five specialization areas in the space provided: (1) Administrative Studies; (2) Curriculum and Diversity Studies; (3) Teacher Education; (4) Instructional and Performance Technology; and (5) Science and Social Sciences.                             |
| Page 5 Number 16. | Do not answer this question.  |

### **Directions for Completing the Letters of Recommendation, a Written Statement, and the COPS Ed.D. Specialization Declaration Form**

Students will submit *three* letters of recommendation from persons in a position to judge the applicants' academic capability and leadership potential. Students must submit a one page written goal statement that describes their reasons for selecting a particular specialization area. The selected specialization area will review the goal statement. Finally, students will complete the Ed.D. Specialization Declaration. Letters of recommendation, the written statement, and the Ed.D. Specialization Declaration should be sent to:

College of Professional Studies Graduate Office  
Building 86 Room 113  
11000 University Parkway  
Pensacola, Florida 32514

**Directions for Submitting Official Transcripts**

***Before any application can be considered, the Office of Admissions must have received two official transcripts and an official GRE score. Transcripts and GRE scores should be sent to:***

The Office of Admissions  
The University of West Florida  
11000 University Parkway  
Building 18 Room 124  
Pensacola, Florida 32514

**Directions for Completing the Letters of Recommendation, a Written Statement, and the Ed.D. Specialization Declaration Form**

Students will submit **three** letters of recommendation from persons in a position to judge the applicants' academic capability and leadership potential. Students must submit a **one page** written goal statement that describes reasons for selecting a particular specialization area. The faculty in the selected specialization area will review the goal statement. Finally, students will complete the Ed.D. Specialization Declaration. If students need assistance in selecting an area, they can contact the following individuals within the specialization areas:

Ed.D. C & I Options	Pensacola Campus Advisors	FWB Campus Advisors
<p><b><u>Administrative Studies</u></b>  Contact Person:    <u>Educational</u> - Terry Bell  <a href="mailto:tbell@uwf.edu">tbell@uwf.edu</a> (850) 474-2251</p>	<p>Dr. Janet Pilcher  <a href="mailto:jpilchers@uwf.edu">jpilchers@uwf.edu</a>  (850)473-7842</p>	<p>Dr. Sherri Zimmerman  <a href="mailto:szimmerman@uwf.edu">szimmerman@uwf.edu</a>  (850) 863-0730</p>
<p><b><u>Curriculum Studies and Diversity Studies</u></b>  Contact Person - <b>Curriculum Studies:</b>  Terry Bell  <a href="mailto:tbell@uwf.edu">tbell@uwf.edu</a>  (850) 474-2251  -----  Contact Person - <b>Diversity Studies:</b>  Dr. Mary Rogers  <a href="mailto:mrogers@uwf.edu">mrogers@uwf.edu</a>  (850) 474-7419</p>	<p>Dr. Joyce Nichols  <a href="mailto:jnichols@uwf.edu">jnichols@uwf.edu</a>  (850) 857-6042  -----  Dr. Mary Rogers  <a href="mailto:mrogers@uwf.edu">mrogers@uwf.edu</a>  (850) 474-7419</p>	<p>Dr. Sherri Zimmerman  <a href="mailto:szimmerman@uwf.edu">szimmerman@uwf.edu</a>  (850) 863-0730  -----  Dr. Mary Rogers  <a href="mailto:mrogers@uwf.edu">mrogers@uwf.edu</a>  (850) 474-7419</p>
<p><b><u>Instructional and Performance Technology</u></b>  Contact Person:  Linda Jordan  <a href="mailto:ljordan@uwf.edu">ljordan@uwf.edu</a>  (850) 474-2300</p>	<p>Dr. Karen Rasmussen  <a href="mailto:krasmuss@uwf.edu">krasmuss@uwf.edu</a>  (850) 474-2301</p>	<p>Dr. Karen Rasmussen  <a href="mailto:krasmuss@uwf.edu">krasmuss@uwf.edu</a>  (850) 474-2301</p>
<p><b><u>Teacher Education</u></b> **See enclose admission requirements    Contact Person:  Sue Dow  <a href="mailto:sdow@uwf.edu">sdow@uwf.edu</a>  (850) 474-2893</p>	<p>Dr. Bill Evans  <a href="mailto:wevans@uwf.edu">wevans@uwf.edu</a>  (850) 474-2892</p>	<p>Dr. Bill Evans  <a href="mailto:wevans@uwf.edu">wevans@uwf.edu</a>  (850) 474-2892</p>
<p><b><u>Science and Social Sciences</u></b>  Contact Person:  Dr. Mary Rogers  <a href="mailto:mrogers@uwf.edu">mrogers@uwf.edu</a>  (850) 474-7419</p>	<p>Dr. Mary Rogers  <a href="mailto:mrogers@uwf.edu">mrogers@uwf.edu</a>  (850) 474-7419</p>	<p>Dr. Mary Rogers  <a href="mailto:mrogers@uwf.edu">mrogers@uwf.edu</a>  (850) 474-7419</p>
<p><b><u>Evaluation and Accountability</u></b>  Contact Person:  Terry Bell  <a href="mailto:tbell@uwf.edu">tbell@uwf.edu</a>  (850) 474-2251</p>	<p>Dr. Dan Kaczynski  <a href="mailto:dkaczyns@uwf.edu">dkaczyns@uwf.edu</a>  (850) 474-2618</p>	<p>Dr. Dan Kaczynski  <a href="mailto:dkaczyns@uwf.edu">dkaczyns@uwf.edu</a>  (850) 474-2618</p>

## Student Checklist for Completing the Ed.D. in Curriculum and Instruction Admission Procedure

- \_\_\_\_\_ STEP 1: Students will complete the *Application for Admission to a Graduate Program* (green form), place in the envelope and mail the form with the \$30.00 processing fee to the Cashier's Office. Students should complete and return this application as soon as possible. *NOTE: Directions pertaining to admissions procedures for the Ed.D. in Curriculum and Instruction are attached to the Graduate Application. Only fully completed applications will be considered.*
- \_\_\_\_\_ STEP 2: Students will send two official transcripts and an official GRE scores to the UWF Office of Graduate Admissions in Building 18.
- \_\_\_\_\_ STEP 3: Students will submit three sources of information to the College of Professional Studies Graduate Office (Building 86 Room 113) by the application deadline.
- \_\_\_\_\_ 1. Students will submit three letters of recommendation from persons in a position to comment about the applicant's academic capability and leadership potential.
- \_\_\_\_\_ 2. Students will submit a one page written goal statement to be reviewed by the faculty in the selected specialization area. This goal statement should reflect the reasons for applying to the specialization area.
- \_\_\_\_\_ 3. Students will complete and submit the Ed.D. Specialization Declaration form.



## **Ed.D. Admission Requirements – Division of Teacher Education**

**Please contact the Coordinator of Doctoral programs in the Division of Teacher Education for program admission requirements prior to submitting any application materials.**

**Please note : Admission to the Ed.D. program is a selective process. Therefore, meeting the minimum eligibility criteria stated below does not guarantee admission into the Ed.D. program in the Division of Teacher Education. Applicants for the Ed.D. program in the Division of Teacher Education must meet all college eligibility and divisional admission requirements. Preference for admission will be given to those students whose credentials indicate the greatest promise of academic success in their chosen course of study.**

Admission into the doctoral program at The University of West Florida is a two step process. The applicant must first meet the eligibility requirements of the College of Professional Studies. To meet these eligibility requirements, the candidate must:

- a. have a master's degree from a regionally accredited college or university
- b. submit GRE scores
- c. meet at least two of the following:
  1. total quantitative and verbal GRE score of 1000 or higher,
  2. a master's degree GPA of at least 3.5, or
  3. GPA of at least 3.0 on the last 60 semester hours of the bachelor's degree
- d. submit three letters of recommendation from persons in a position to comment about the applicant's academic capability and leadership potential,
- e. submit a written statement to be reviewed by the department in which the applicant states personnel career goals and the way in which the Ed.D. will help achieve these goals; and
- f. attend an orientation session

**Applicants who meet these college eligibility requirements must then meet Division of Teacher Education Ed.D. admission requirements, which include:**

- a. a combined verbal and quantitative GRE score of 1000 or higher with a verbal score of at least 500,
- b. the submission and a passing faculty review of a writing sample. This writing sample should be a past work of the student's and should demonstrate fluency, organization, and correct use of grammar. **The writing sample should be submitted in the Ed.D. application package to the College of Professional Studies,**
- c. attending an informational meeting with the Coordinator of Doctoral Programs in the Division of Teacher Education. This meeting will detail department course requirements, the seven competency areas required of students in the department, and committee and program requirements. **This meeting should be scheduled prior to submitting Ed.D. application materials to the College of Professional Studies.**

All of the applicant's Ed.D. admission materials will be reviewed by a faculty committee once they are submitted in their entirety to the College of Professional Studies. The Division of Teacher Education then makes a recommendation to a college committee which makes the final decision concerning admission into the Ed.D. program. Once this decision has been made, students will be informed in a timely manner of the status of their application for admission into the Ed.D. program. In some cases, students may meet all college and division requirements but may not be admitted to the Ed.D. program due to factors such as a lack of program capacity.

Please be aware that changes in these policies can occur. You should check with the doctoral coordinator of the Division of Teacher Education concerning current requirements.

Additional information may be obtained from:

Dr. Bill Evans  
University of West Florida  
Division of Teacher Education  
11000 University Parkway  
Pensacola, FL 32514  
Email: [wevans@uwf.edu](mailto:wevans@uwf.edu) Telephone: 850-474-2892  
Revised 9/03

Revised 5/25/07