

# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



## **College of Education Department of Educational Organization and Leadership Admissions Policy**

The Educational Organization and Leadership Department has three programs: Educational Administration and Leadership, Higher Education, and Educational Leadership and Policy.

The **Educational Administration and Leadership Program** offers graduate programs that embrace a broad array of positions within the field of educational leadership, with organizational theory and policy serving as primary areas of emphasis. The program area serves two different but compatible audiences. The first audience is practitioners who are interested in attaining leadership positions in PK-12 educational settings and individuals who desire educational policy positions. Specialized study provides preparation for educational career positions such as: superintendent, assistant superintendent and other central office administrative positions, elementary/secondary school principal, assistant principal, department chair, and policy analyst for state and national governmental bodies. Applicants who intend to serve in school leadership roles (such as principals and superintendents) must possess a teaching or school service personnel license and have completed a minimum of one year of full-time PK-12 teaching or school service personnel experience. The second audience includes individuals who aspire to academic and research positions in higher education institutions, with specializations in educational leadership and policy.

The **Higher Education Program** serves two different but compatible audiences, with educational leadership and organizational theory and practice being the primary emphasis of this program as well. The first audience is persons with serious interests in higher education research and teaching. Particularly desirable are persons whose interests tend toward policy and theory. A second audience is practitioners who have needs and interests in higher education administration, whether for two-year or four-year institutions. Historically community college administrators who aspire to roles of Dean or President have been especially welcomed, and those interested in higher education institutional management, institutional finance, student affairs, and institutional research have been addressed. Two years or more of full-time professional experience is highly recommended for doctoral students. In the application process for doctoral study, there is strong preference by the program faculty for letters of reference or other documents that demonstrate a student's ability to do research. For master's degree applicants, letters of recommendation from faculty as well as practitioners are welcomed.

The **Educational Leadership and Policy Program (ELP)** (online) represents an opportunity to build upon the shared expertise of EOL faculty across our two program areas of Educational Administration and Leadership (EAL) and Higher Education (HE). This program

strives to develop primary, secondary, and post secondary educational leaders, administrators, and policy analysts who seek to understand and address critical P-12 and higher education issues. Students will study different educational leadership and policy practices and theories with particular focus paid to educational access, equity, and excellence. Students in this program will have the opportunity to specialize in either P-12 leadership and policy or in higher education leadership and policy. This program targets a national and international audience interested in P-12 teacher and educational leadership, higher education, and P-20 educational policy. The program does not provide administrative licensure.

### **Applications Materials**

The following materials are required (except where otherwise indicated) to complete the applications process for all programs. See the EOL Admissions links at:

- Educational Administration and Leadership – [www.education.illinois.edu/eol/programs/edadmin/admissions/index.html](http://www.education.illinois.edu/eol/programs/edadmin/admissions/index.html)
  - Higher Education – [www.education.illinois.edu/eol/programs/highered/admissions/](http://www.education.illinois.edu/eol/programs/highered/admissions/)
  - Educational Leadership and Policy – [www.education.illinois.edu/eol/programs/online/edleadership/admissions/](http://www.education.illinois.edu/eol/programs/online/edleadership/admissions/)
1. Completion of Part I of the Application for Admission to the Graduate College (along with appropriate fee).
  2. Submission of a current professional resume.
  3. Completion of Department Personal Information Form(s).
  4. Submission of three letters of reference from persons who have direct knowledge of your academic and/or professional performance and potential for graduate study.
  5. Official transcripts for all previous academic coursework, both graduate and undergraduate. The University of Illinois Graduate College has established a minimum grade point average (GPA) of 3.0 (A = 4) for admission.
  6. Doctoral students only: Graduate Record Examination (GRE) General Test scores (Verbal and Quantitative) taken within four years of date of requested admission.
  7. For international applicants:
    - TOEFL Score – Most international applicants must submit an official TOEFL (Test of English as a Foreign Language) score report for an exam taken within 2 years of date of requested admission. The TOEFL requirement may be waived for international applicants who have received a graduate degree from an English speaking university, or who have been enrolled full-time at an English speaking university for two of the last five years. The department requires a minimum TOEFL score of 620 on the paper version of test; minimum score of 260 on computer version of test.
    - Declaration and Certification of Finances – This form is in the Graduate College application.
  8. Doctoral applicants who pass the initial GPA screening (see below) will also complete:
    - Interview – To be conducted on the University of Illinois campus with a minimum of two faculty members. For applicants who are a distance away from the Illinois

campus, a telephone conference call may be an appropriate alternative to the on-campus interview.

- Writing Sample – To be conducted on the Illinois campus, or proctored by the applicant's supervisor at their work site.

### **Deadlines**

The deadlines by which completed application and all supporting materials must be received for all EOL graduate programs are as follows:

- **January 15** – for fall admission, for students interested in full-time on-campus study, so that they may be eligible for on-campus fellowship and scholarship opportunities.
- **April 15** – for fall admission, for students interested in part-time on-campus study, and for full-time students who do not wish to apply for on-campus fellowship and scholarship opportunities.
- Special applications dates may be established for cohort programs.

### **Process for Reaching Admissions Decisions**

Once the Graduate College Application has been completed and official transcripts have been received, EOL staff will request calculation of the GPA. After the GPA is calculated, the following will occur:

1. If the combined undergraduate and graduate GPA is below 3.0 on a 4.0 scale, forward the file with available contents to the appropriate program coordinator (or other designated faculty serving in this capacity) for confirmation that needed action is a denial letter. If special circumstances suggest further review, based on the judgment of the program coordinator, the program coordinator may request additional information from the applicant and/or may choose to continue the applicant's file through the admissions decision-making process.
2. If the combined undergraduate and graduate GPA is 3.00 or above, forward file to the appropriate program coordinator (or other designated faculty serving in this capacity) and send communication reminding applicant if any other materials are needed. Send e-mail to the applicant when file is complete and under review by faculty to keep communication going with the applicant. The program coordinator (or a designated faculty member) may contact any or all of the individuals who wrote recommendation letters, to compile additional information about the applicant. The program coordinator will identify a minimum of two other EOL faculty, with at least one of these having program-specific knowledge, along with the appropriate program coordinator or designee, to review the file as soon as it is complete. In the case of applicants for doctoral study, included in this review will be a determination of an advisor for the student. If one of the reviewers is not the projected advisor, the projected advisor also should review the file. Majority rule shall apply to final admission decision. Programs reserve the right to reach admissions decisions by action of the entire program faculty.

Adopted 5/04/05; Revised 9/07/08