Application procedures for competitive review and consideration  
MTSU’s College of Education Doctoral Program in Assessment,  
Learning, and School Improvement

The application process involves two steps.

Step 1: Complete and submit the MTSU College of Graduate Studies’ online application.

Step 2: Submit official transcripts, official GRE scores, Ed.D. ALSI Letters of Recommendation, 
Ed.D. ALSI Statement of Purpose and a current CV.

**STEP 1 of 2: APPLYING FOR THE COLLEGE OF GRADUATE STUDIES AT MTSU**  
(International students, please see additional information on the College of 
Graduate Studies website, [www.mtsu.edu/graduate](http://www.mtsu.edu/graduate))

**STEP 1, Option A: NEW GRADUATE STUDENT APPLICATION**

1. Log on to the MTSU “Apply to Graduate Studies” website [www.mtsu.edu/graduate/apply.php](http://www.mtsu.edu/graduate/apply.php)

2. *Click* on New Graduate Student Application if you have not been a graduate student at MTSU.

3. When you get to the Admissions Login screen, click on First time user account creation and create a username and pin number, this will be saved and serve as your login for future visits. (Please record this information, for your use.)

4. After you login for the first time, *click* on New to create a new application.

5. On the Select an Application Level screen, scroll down to the bolded Graduate Students section and choose either Domestic or International.

6. The website will then take you through a series of prompts and guide you through the application. Select Summer 2016 for admission term then continue to fill out all of the information that has been demarcated with a red asterisk.

   *Note:* When you get to the planned course of study section select [Ed.D.] Assessment, Learning and School Improvement from the drop down menu.

7. After all of the information has been filled out completely and correctly, you’ll arrive at the Application Checklist screen. If you need to make changes or do one final check of your application, *click* on the different headings in the list and do so.

8. Finally, after the application is complete and after each application element on the Application Checklist screen has a red check mark to the left of it, choose Application is Complete, read and agree to the terms then submit your payment of $35.00.

9. The deadline to apply for the Summer 2016 semester at MTSU is **February 15, 2016**.

*Note: This application does not guarantee admittance into the Ed.D. ALSI program; it merely serves as an application for the College of Graduate Studies at MTSU. Once you’ve submitted your application to the College of Graduate Studies, you may begin sending in the additional materials to complete your application package (Transcripts, GRE Scores, Ed.D. ALSI Letters of Recommendation, Ed.D. ALSI Statement of Purpose, and CV). Specific instructions for these additional materials are presented later in this document.*
STEP 1, Option B: RE-ADMISSION APPLICATION TO THE COLLEGE OF GRADUATE STUDIES

1. Log in to RaiderNet from the MTSU homepage.
2. Click on student, then admissions.
3. On the Application Menu, click New.
4. On the Select an Application Level screen, scroll all the way down to the bottom and choose option 3, Graduate School Readmission.
5. Select Summer 2016 for admission term from the drop down menu.
6. The website will then take you through a series of prompts and guide you through the application, be sure to fill in all blank boxes demarcated by a red asterisk.

Note: When you get to the planned course of study section, select [Ed.D.] Assessment, Learning and School Improvement from the drop down menu.

7. After all of the information has been filled out completely and correctly, you’ll arrive at the Application Checklist screen. If you need to make changes or do one final check of your application, click on the different headings in the list and do so.
8. Finally, after the application is complete and after each application element on the Application Checklist screen has a red check mark to the left of it, choose Application is Complete, read and agree to the terms then submit your payment of $35.00.

Note: This fee may be waived if you have not completed the last program that you were enrolled in at MTSU. If you are re-applying and have completed your last degree from MTSU, you may need to pay a new $35.00 application fee for this program.

9. The deadline to apply for the Summer 2016 semester at MTSU is February 15, 2016.

Information on submitting a transcript:
The application for the College of Graduate Studies requires you to submit official transcript(s) to prove that you are eligible to participate in continuing education at the graduate level. If official transcript(s) cannot be submitted by the application deadline, you may e-mail, fax or mail (via U.S. Post Office) unofficial transcript(s) to the College of Graduate Studies. These unofficial transcript(s) will be used during the competitive review process. However, prior to final acceptance into an Ed.D. ALSI cohort, official transcript(s) must be submitted and reviewed.

Official transcripts must be sent to:
Sam H. Ingram Building
Attn: Doctor of Education in ALSI Program
MTSU Box 42
2269 Middle Tennessee Blvd.
Murfreesboro, TN 37132
STEP 2 of 2: APPLICATION PROCESS FOR THE Ed.D. ALSI PROGRAM:

1. Submit official transcript(s) from all colleges and universities previously attended to the College of Graduate Studies at MTSU (address at the bottom of this document). Transcript(s) must show any degrees awarded.

2. Submit official scores (within the past 5 years) for the verbal, quantitative, and analytical writing measures of the Graduate Record Exam (GRE) to the College of Graduate Studies at MTSU. The ETS code for MTSU is 1466 (you will need this code when registering with ETS online to designate where you want your official scores sent). Preferred minimum score for Verbal 140, Quantitative 139 and Writing 2.6. The preferred minimum scores are provided as a guideline, and are not used as “cut scores”. Decisions regarding admission to the Ed.D. ALSI program are based on a review of your entire application materials and the face-to-face interview.

3. Submit three letters of recommendation which meet the following specific criteria.

   **The first letter** will be a letter from educational leader (Principal, Assistant Principal, Central Office Administrator, School Board Member) of your school or school district and should specifically address: (a) your abilities, and (b) their support for you to lead an effort to significantly improve student learning and achievement in your current position.

   **The second letter** must be from a tenure-track professor and it should address your potential to successfully complete an academically rigorous doctoral program. (Contact the EdD ALSI Office by email, edd@mtsu.edu, if you are unable to secure a letter from a tenure track professor. We will work with you on a case-by-case basis to secure this second letter from a program approved alternative education professional.)

   **The third letter** may be from any additional educational professional (i.e.: PreK-12 education leader, university faculty, policy maker, governmental agency representative, non-profit or philanthropic organization leader, etc.) and should address your specific skills, attitudes and experience(s) related to the goals of this program.

4. Submit a statement of purpose (750--1000 words, maximum) communicating your professional goals and suitability for this doctoral program. In your statement, you should address how your participation in this program will result in increased student learning and achievement as measured by the Keys to College of Career Readiness for Maury County Schools. You may include a brief discussion of any literature (e.g., research articles, texts – use appropriate APA citations) that has informed your professional practice or influenced you in some way.

5. Submit current curriculum vitae including education and employment history, experience with school improvement, professional presentations and publications, awards, recognitions, etc. (5 page, maximum)

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6. The deadline to apply for the Cohort starting Summer 2016 semester at MTSU are as follows:
   **STEP 1: February 15, 2016**: Completed application process to MTSU Graduate College (See Step 1 instructions in the handout.)

   **STEP 2: March 15, 2016**: Completed application for the Ed.D. ALSI Program (see Step 2 instructions in this handout).

7. After a complete review of application materials, we will notify you regarding scheduling the face-to-face individual interview as appropriate.

**Notes:**

Items #3, #4, and #5 above, must be submitted in .pdf format via email (MSWord documents can be saved as .pdf files, or you may use any free .pdf converters from the internet, e.g. http://www.pdflite.com, http://www.primopdf.com/, etc.)

Email items #3, #4, and #5 to the College of Graduate Studies: graduate@mtsu.edu and cc: these application materials to: edd@mtsu.edu

Please put the following in the email subject line: (Your Name) Application Materials for the Doctor of Education in ALSI Program.

When contacting your previous colleges about your past course work and earned degrees, please have them send your official transcript(s) to the following address:

Sam H. Ingram Building  
Attn: Doctor of Education in ALSI Program  
MTSU Box 42  
2269 Middle Tennessee Blvd.  
Murfreesboro, TN 37132