

[Ed.D. in Leadership](#)

We look forward to supporting you through the application process. You can find application [support resources here](#). The online application includes additional guidance, but this document provides information to help make your application as strong as possible. The Educational Leadership faculty engage in a holistic review process and closely review each of the components below.

Important Dates:

September 15, 2024: The application system opens.

January 1, 2025: Early decision deadline (notification emailed in late February).

February 1, 2025: Online application and fee due.

February 15, 2025: All materials due (notification emailed in late April).

Admission requirements:

- Three years of leadership experience
- Statement of intent
- Writing Sample
- Three letters of recommendation addressing the student's potential for graduate study in education
- Transcripts of all previous college work
- Professional vitae or resume
- General admission requirements of the VCU Graduate School
- Master's degree

Step 1: Online application.

1. *Create your online graduate application account:* Below Graduate Programs, select "2025 Applications" then "Application for all other graduate programs" here: <https://www.vcu.edu/admissions/apply/graduate/>
2. *Find the program:* To find the EdD in leadership, select the following: Summer 2025, Doctoral Degree, School of Education.
3. *Select the program modality:* Select "Leadership-Online (EDD)" or "Leadership (EDD)" to select your modality preference. Once a student has been accepted into a modality (F2F or online), we do not allow students to switch modality except in rare circumstances.
 - a. Please note that "Leadership (EDD)" is for the face-to-face cohort.

Please consider the following in deciding which program modality is the best fit for you:

- **All EdD students** must attend an in-person residency on VCU's Monroe Park campus in the first summer of the three-year program. The residency will run all-day both days. Please plan accordingly so you can attend in-person:
 - Summer 1 Residency: **June 6-7, 2025** in Richmond, VA
 - Summer 2 Residency: **July 25-26, 2026** in Richmond, VA

- The EdD program only starts in the summer semester. Students will take two classes per semester (Summer, Fall, and Spring) except the final two semesters where students may choose to take capstone (dissertation-in-practice) courses for three or six credits.
- ***Online cohorts** meet synchronously online for 1.5 hours on Wednesdays between 5 and 8 pm and also include asynchronous work to be completed during other designated timeframes within the semester. Online cohorts are usually distinct by sector.
- ***International cohorts** meet synchronously online for 1.5 hours on Wednesdays between 9am and 12pm ET(UTC -4) and are typically combined, with students from all sectors.
- ***Face-to-face cohorts** (F2F) meet on the Monroe Park Campus
 - Five full-day Saturdays a semester with additional asynchronous work.
 - Weekly on Thursday evenings starting at 5:30 pm and lasting about 2.5 hours. Some Thursday classes are a hybrid format using both F2F classes and synchronous sessions.
 - F2F cohorts are almost always combined, with students from all sectors.

* Note: A minimum number of students is required to administer a given cohort or modality

Step 2: Three Letters of Recommendation.

The system has an area for you to submit the names and emails of recommenders. Select a “Due Date” anytime before February 15 for the regular cycle. Select January 1 for early decision consideration. Use the “Notes” area to share what you would like your references to highlight to support your statement of intent or other areas of your application.

Letters of recommendation are critical to our holistic understanding of applicants. As such, we highly encourage recommenders to provide in-depth and individualized letters.

- Chosen recommenders should know the applicant well and have a favorable opinion of the applicant’s capability. Recommenders should focus on the applicant’s aptitude and skills for doctoral study such as motivation, attitude, teamwork, intellectual contributions, reliability, communication (written/oral), ability to reflect, time management, etc. Try to include people who have seen you in various professional situations. Generally, we suggest applicants include one supervisor (past or current), one academic (e.g., past instructor), and a third recommender of your choosing (e.g., professional colleague). If asking a prior instructor is not possible, choose a professional contact who can speak to skills and examples that translate well to a classroom environment and leadership development.
- TIP: Send your statement of intent to recommenders. Provide recommenders specific areas you want them to address that align with your unique background and career and that will bolster or add additional context to your application.

Step 3: Two Required Writing Samples.

Applicants must submit two required writing samples. *Each writing sample should be no more than two-pages single-spaced (excluding references), must respond directly to the prompts below, and must be generated by the applicant.* Submit all statements in a single document and label each statement accordingly.

1. **Statement of Intent.** The EdD in Leadership at VCU centers leadership for social justice and equity. Keeping that in mind, describe your leadership pathway and how VCU's EdD in Leadership will contribute to your career and to your desired areas of impact. For example, how have you been a leader in your professional life thus far? What leadership skills do you hope to build? Why is this program a good fit for your goals? Why is now a good time to pursue an EdD for you?
 - A statement of intent is an essay that demonstrates an applicant's ability to convey ideas in relation to the program mission and values. While academic writing is subjective and can take on different forms, the personal statement is evaluated based on clarity of ideas, writing mechanics, and your expressed dispositions. We invite applicants to complete the statement of intent in any format (e.g., narrative, creative, essay, etc.) that best answers the prompt and showcases who you are as a person.
2. **Writing Sample.** Write an essay responding to the following question: Describe a time you received critical feedback in a professional capacity (e.g., the feedback was challenging to hear or harshly given). What happened? How did you respond?
 - A writing sample is an essay that demonstrates an applicant's ability to convey ideas about receiving critical feedback and their response. While academic writing is subjective and can take on different forms, the writing sample is evaluated based on clarity of ideas, organization, use of evidence, and writing mechanics. We invite applicants to complete the writing sample in any format (e.g., narrative, creative, essay, etc.) that best answers the prompt and showcases who you are as a leader.
3. **Optional Application Supplemental Statement.** One page maximum.
 - Use this statement to provide any additional context for the committee to understand your educational and leadership journey. This brief, optional statement may be used to address anything the applicant wants the committee to understand better in making the admissions recommendation. For example, if the applicant has a below 3.0 GPA, has more limited leadership experience, started but did not finish another doctoral program, or if the student wants to clarify their ranking of cohort preference (see step 6).

Step 4: Transcripts.

You may upload PDF copies of your unofficial transcripts for the review/decision process. You will be required to submit official academic transcripts from all attended institutions before enrollment. If you have completed another program at VCU and have unofficial copies, please upload these to expedite the process. Admissions can manually pull your transcripts, but it takes time. Please send your official transcripts to one of the following addresses:

E-Transcripts: gradmail@vcu.edu

Mail: VCU Office of Graduate Admissions, Box 843051, Richmond, Virginia 23284-3051

Step 5: Testing Requirement.

You may choose to submit a GRE or MAT score to support your application, but it is *not* required. [Testing resource is here](#). International applicants should submit a TOEFL score, IELTS score, or confirm a language waiver by completing VCU's English Language Program, please refer to [VCU's information for international applicants](#).

Step 6: Supplemental Questions Section.

How many years of leadership experience do you have? Please include both formal and informal leadership experiences.

Please rank-order your preferred cohort; 1 = most preferred cohort; 4 = least preferred cohort.

- Combined Face-to-face
 - Meets Thursday evenings 5:30-8pm and five Saturdays a semester
- General Leadership Online
 - Meets for 1.5 hours Wednesdays between 5 and 8 pm ET
- Higher Education Leadership Online
 - Meets for 1.5 hours Wednesdays between 5 and 8 pm ET
- K12 Leadership Online
 - Meets for 1.5 hours Wednesdays between 5 and 8 pm ET
- International Combined Leadership Online
 - Meets for 1.5 hours Wednesdays between 9am and 12pm ET(UT -4)

Step 7: Professional CV or Resume.

Include institutions attended, degrees awarded and areas of expertise, work history and experience, professional/community service involvement, and any applicable awards and honors. Your resume or CV should highlight how you meet the required minimum of three years of leadership experience. Your writing sample may be used to provide additional context if needed.



Step 8: Submit Application Fee and Click “Submit.”

Please submit the application fee in order to submit your application. The application and fee must be submitted by **February 1, 2025**. After February 15, any incomplete applications (missing a recommendation letter, missing transcripts, writing missing statements, etc.) will ***not be reviewed***.

Step 9: Receiving and accepting your admissions decision.

Applicants submitting all materials by January 1, 2025 will be emailed a preliminary admissions recommendation in late February. That recommendation will be *accept*, *reject*, or *hold*. Applicants designated “hold” will be considered again during the regular admissions cycle. All applicants receive an email notification late-April with an admissions recommendation. The faculty only recommend admission; the final decision is that of the Graduate School. Your official admissions decision will come from VCU graduate admissions directly. Upon receipt of the official letter from VCU, you must log into the admissions systems to accept or decline the admissions offer.

Step 10: Prepare for Enrollment.

[If admitted, review the Accepted Graduate Student Checklist](#) for critical next steps as you transition to VCU. New students will also receive information about next steps from the Program Director via email.

Send general or application system questions to soeinfo@vcu.edu and/or soeogs@vcu.edu

Contact Dr. Beth Bukoski, the Director of the EdD in Leadership, for questions about the program or application components: bukoskibe@vcu.edu

Program of Study

Semester	Course #	Title
Year one focus: Foundations of leadership, teaming, and data		
Summer 1	EDLP 700	Learning Networks
Summer 1	EDLP 702	Organizational Analysis
Fall 1	EDLP 715	Professional Writing
Fall 1	EDLP 711	Data & Leadership 1
Spring 1	EDLP 704	Legal Perspectives
Spring 1	EDLP 714	Systems Change
Year two focus: Leadership in service of culture & systems change		
Summer 2	EDLP 712	Culture Change
Summer 2	EDLP 717	Data Visualization
Fall 2	EDLP 713	Data & Leadership 2
Fall 2	EDLP 718	Budgeting & Finance
Spring 2	EDLP 705	Policy & Ethics
Spring 2	EDLP 709	Equity & Leadership
Year three focus: Community-engaged leadership to address a problem of practice		
Summer 3	EDLP 708	Leadership & Crisis
Summer 3	EDLP 790	Capstone Development
Fall 3	EDLP 798	Capstone Implementation
Spring 3	EDLP 799	Capstone Completion