New England College

School of Graduate and Professional Studies

# DOCTORATE OF EDUCATION APPLICATION

# Application for New England College Doctorate of Education

## Admission Requirements:

- Master's degree required with a minimum GPA of 3.0.
- At least 3-5 years professional experience in the field of education or higher education.
- Admission is selective with a limit of 10-12 students in each concentration.
- No standardized tests required.

Review of applications begins December 1st and will continue until April 1st. Applications received after April 1st will be considered if space is available in the cohort. Interview with the Program Director or a member of the program faculty is required. We will contact you after the application materials are received.

## Submit:

1. Application form completed and signed.
2. Application fee of $35 in check or money order made payable to New England College.
3. Please provide a current resume that includes but is not limited to the areas listed below:
   - Education: Major(s), schools attended, degrees obtained and dates of attendance;
   - Professional positions held;
   - Presentations made to organizations, groups and professional associations;
   - Honors/awards received;
   - Memberships in professional and other organizations;
   - Community Service: Name(s) of organizations, description of activities and positions held.
4. Official transcripts from all previous post-secondary institutions other than NEC.
5. Two letters of recommendation that attest to your professional ability as well as your qualifications for the Doctorate of Education.
6. Personal statement which outlines your professional goals, any background and experiences that have led to your decision to pursue a doctorate degree and the correspondence of this degree program to your goals.
7. Transfer credit: Due to the accelerated, cohort-based structure of the program, transfer of credits is not encouraged. Requests for transfer of post-master's credits will be evaluated on a case-by-case basis for alignment with program content and learning outcomes.

Admission to New England College's Doctorate of Education is selective; the College takes into consideration all aspects of the applicant's background and abilities, including professional experience, writing skills, and other accomplishments relevant to the program of study.

## Send all application materials to:

**New England College**
**School of Graduate & Professional Studies**
**98 Bridge Street**
**Henniker, NH 03242**

**If you have any questions, please call the Office of Graduate Admission at 603.428.2252 or email graduateadmission@nec.edu.**

## Financial Services:

**Tuition Payment Plan**

Enrolling in New England College's unique Doctorate of Education program is one of the most beneficial investments you can make to both yourself and your future career endeavors. Earning your Ed.D. degree will enhance your knowledge of administration, leadership, and management practices by designing and conducting independent and collaborative research.

For your convenience we offer an interest free tuition payment plan coordinated through Tuition Management Systems (TMS). You can use the plan to pay any amount you wish up to the full cost of attendance less any offered financial assistance.

**You can sign up for TMS at: www.afford.com/nec or by calling 800.722.4867**

If you will be applying for financial aid, please complete the Free Application for Federal Student Aid (FAFSA), which can be obtained from the NEC Student Financial Services Office, or from the FAFSA website at www.fafsa.ed.gov. Students may be eligible for a range of loans available specifically for doctoral studies and are encouraged to apply. Questions regarding the financial aid process may be directed to the

**Student Financial Services Office at 603.428.2226 or email sfs@nec.edu.**

# New England College

## APPLICATION FOR ADMISSION-DOCTORATE of EDUCATION

1. Name _____
   LAST FIRST MIDDLE

   Former/Maiden Name (if applicable) _____

2. Title: ❑ Mr. ❑ Ms. ❑ Mrs. ❑ Other (indicate)_____

3. Gender: ❑ Male ❑ Female ❑ Other

4. Date of birth _____

5. Last four digits of your Social Security number _____

6. Are you a U.S. citizen? ❑ Y ❑ N

   If no, are you a legal permanent resident in the United States? ❑ Y ❑ N

If yes, Alien Registration Number _____

If no, country of birth_____ country of citizenship_____ present type of visa_____

7. The following information is required in order to provide statistical data in compliance with federal and state nondiscrimination requirements. Response is voluntary and the information will be kept confidential. Refusal to provide this information will not subject you to any adverse treatment.

   Do you consider yourself to be Hispanic/Latino? ❑ Y ❑ N

   Select one or more of the following: ❑ American/Alaskan Native ❑Asian ❑White

   ❑ Hawaiian/Pacific Islander ❑ Black or African American

8. Permanent mailing address: _____
   NUMBER AND STREET

   _____
   CITY STATE ZIP

   (____)_____(____)_____
   HOME PHONE CELL

9. Current Employer: _____
   COMPANY NAME

   _____
   NUMBER AND STREET

   _____
   CITY STATE ZIP

Current Title: _____

Work Telephone: _____

# APPLICATION FOR ADMISSION-DOCTORATE OF EDUCATION

10. Home Email Address: _____

Work Email Address: _____

11. Term of Intended Enrollment: **Fall 20____**

12. Doctorate of Education Concentration: ❑ K-12 Leadership

❑ Higher Education Administration

13. Educational History: (please list, in most recent order, all post-secondary educational institutions attended, and all degrees received)

| INSTITUTION | MAJOR FIELD OF STUDY | DATES ATTENDED | DEGREE(S) EARNED |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

14. List any relevant workshops, educational/training conferences and seminars recently attended:

_____

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15. List any current occupational licenses, certificates, or registrations:

_____

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_____

_____

# APPLICATION FOR ADMISSION-DOCTORATE OF EDUCATION

16. List any publications, awards, academic or professional prizes, or grants:

_____

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_____

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17. List any professional interests, or other activities or achievements that would be relevant to your program:

_____

_____

_____

_____

_____

18. Have you ever been subject to academic suspension or dismissal? ❑ Y ❑ N

    If yes, please explain the dates and circumstances: _____

_____

_____

19. Have you ever been convicted of a felony? ❑ Y ❑ N

    If yes, please explain the dates and circumstances: _____

_____

_____

20. Do you intend to apply for financial aid? (This in no way affects your admission decision.) ❑Y ❑N

# APPLICATION FOR ADMISSION-DOCTORATE OF EDUCATION

21. References: Please list the names, titles, occupations, addresses, and phone numbers of those who will be writing letters of recommendation on your behalf.

NAME TITLE OCCUPATION ADDRESS PHONE

_____

_____

_____

_____

_____

22. List any members of your immediate family who have attended or are affiliated with New England College:

_____

_____

_____

_____

_____

23. How did you first learn of New England College's Doctorate of Education?

_____

_____

I have answered all required questions on the application accurately and to the best of my ability. I understand that it is my responsibility to see that all requirements for admission are completed. I agree, if admitted, to adhere to all rules and regulations prescribed by New England College as they apply to enrolled students.

_____ _____

APPLICANT'S SIGNATURE DATE

## Statement of Non-Discrimination

New England College, in accordance with federal and state laws and regulations, does not discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, sex, age, veteran's status, or disability, in regard to treatment, access to, or employment in its program and activities, in compliance with the Americans with Disabilities Act (ADA), individuals needing accommodation should contact the ADA Compliance Officer.

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# Ed.D. PROGRAM PROFESSIONAL RECOMMENDATION REQUEST FORM

**To be filled in by applicant and emailed to the individual completing the recommendation.**

**Name:**_____ **Email:** _____

## Applicant deadline:

**(Applicant: Allow time to complete and email your application by the deadline.)**

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The Family Educational Privacy Act of 1974 and its amendments guarantee student access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation. Check the appropriate statement. Waiver is not required as a condition for admission to New England College or as a receipt of financial aid or any other services and benefits. It is College policy that all letters of recommendation be used for admission purposes only.

____ I waive my right to inspect the contents of this recommendation.

____ I do not waive my right to inspect the contents of this recommendation.

**Student's signature (full legal name):** _____ **Date:**_____

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RECOMMENDER INFORMATION

**Name of Recommender:** _____ **Daytime Phone Number:**_____

**Title/Position and Place of Employment:** _____

**Recommender's Email:** _____

**To the recommender:** We would appreciate your opinion of this applicant for doctoral study in education. Please indicate the length of time and in what capacity you have known the applicant, and include comments on her or his strengths and weaknesses, creativity, initiative, critical thinking skills, aptitude for advanced study in the format of this doctoral program, and ability to exercise leadership in the field of education. Any other relevant information you care to include will be welcomed. Please email this form as an attachment, along with the letter of recommendation requested, to graduateadmission@nec.edu. Microsoft Word Document (.doc) or Rich Text (.rtf) are the preferred file formats. Your prompt reply (see deadline date provided by the applicant) will be appreciated. For more information about the New England College Doctorate in Education program, visit http://www.nec.edu/sgps/doctorate-of-education/view.

NEC

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98 Bridge Street
Henniker, NH 03242

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Fax: 603.428.3155
E-mail: graduateadmission@nec.edu