Thank you for your interest in Regent's Ed.D. and Ed.S. cohort programs. We are pleased to offer our convenient, local and online post-graduate programs to teachers in your local area. Tuition for these programs includes a 25-30% discount for teachers, and space in each cohort is limited to 27 students. Once you submit your application, registration, and application fee (Steps 1-3 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at (800) 956-8438 or by email at lbelmonte@graduateprogram.org.

Note: Regent University strictly limits class size to 27 students and accepts applications on a first-come, first-served basis.

Complete steps 1-3 below to reserve your seat in this program.

Apply online at http://regentuniversity.graduateprogram.org/checklist-edd/ for faster processing.

1. Application (Pages 3 & 4)
   Submit your application online or complete pages 3 & 4 and return by fax to 800-504-7618.

2. Registration Form (Page 5)
   Complete page 5 and return by fax to 800-504-7618.

3. Application Fee
   Use our secure payment center to submit your application fee online or complete page 6 and return by fax to 800-504-7618.

Once you have reserved your seat, turn to Page 2 or visit the online checklist to complete the remaining admission steps.

Congratulations on your pursuit of an advanced degree with Regent University!

Sincerely,

Lori Belmonte
Graduate Information Office
(800) 956-8438
lbelmonte@graduateprogram.org
Once you have reserved your seat, please continue with the following steps to complete your admission file. Note: You will not be eligible for financial aid until your admission file is complete.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Financial Aid &amp; Payment Options (Pages 7 &amp; 8)</td>
<td>Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the FAFSA online. For more information, see page 7. <strong>It is in your best interest to complete the financial aid process as early as possible.</strong> If using a Pay-As-You-Go plan, follow the instructions on Page 8.</td>
</tr>
<tr>
<td>5</td>
<td>Official Transcripts (Page 9)</td>
<td>As a courtesy, Regent University will request all official, sealed transcripts on your behalf. Please submit the Transcript Request Form on Page 9.</td>
</tr>
<tr>
<td>6</td>
<td>Two Recommendation Forms (Pages 10-12)</td>
<td>The easiest and fastest way to request a recommendation is to use our online system. This will allow us to e-mail reference forms directly to your recommenders on your behalf. If you prefer to use traditional paper forms, see pages 10-12. Only two of the three recommendations are required for admission, one of which is required from your current or most recent employer.</td>
</tr>
<tr>
<td>7</td>
<td>Writing Sample (Page 13)</td>
<td>Complete your writing sample online. For more information, see page 13.</td>
</tr>
<tr>
<td>8</td>
<td>Resume and Master's Level Paper (Page 14)</td>
<td>Please submit a current copy of your professional resume along with a sample of your graduate-level writing and any works you may have had published.</td>
</tr>
<tr>
<td>9</td>
<td>Community Life Form (Page 15)</td>
<td>Please complete and sign the Community Life Form on Page 15 and return by fax or by mail.</td>
</tr>
<tr>
<td>10</td>
<td>Official Test Scores</td>
<td>Applicants for the Ed.D. program are required to submit an Official GRE Test Score Report for the verbal, quantitative, and analytical writing portions. Applicants for the Ed.S. program are required to submit an Official Test Score Report from the GRE or MAT. For more information about the Graduate Record Exam (GRE) and available test dates and locations please visit <a href="http://www.ets.org/gre">http://www.ets.org/gre</a>. For more information about the Miller Analogies Test and available test dates and locations please visit <a href="http://www.milleranalogies.com">http://www.milleranalogies.com</a>.</td>
</tr>
</tbody>
</table>

Completing your application steps online at [http://regentuniversity.graduateprogram.org/checklist-edd](http://regentuniversity.graduateprogram.org/checklist-edd) will allow for more immediate processing of your application. If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:

Fax: (800) 504-7618  
Mail: Regent University School of Education  
Office of Admissions & Advising, Attn: Jeremy Waters  
1000 Regent University Drive, ADM 266  
Virginia Beach, VA 23464-9800
Full Legal Name ______________________________________________________________________________________
Maiden Name ____________________________________ Social Security Number ________________________________
Present Mailing Address ________________________________________________________________________________
Present Phone _______________________________________________________________________________________
Emergency Contact ___________________________________________________________________________________
E-mail Address ________________________________________________ Fax ___________________________________
Permanent Mailing Address  Same as above  Other (please complete the following information):
 Parent      Spouse      Guardian      Other __________________________________________________________
Write in Care of ______________________________________________________________________________________
Address ______________________________________________________ Permanent Phone _______________________
Correspondence should be sent to my permanent address as of: ________________________________________________
Present Employer ____________________________________________________________________________________
Country of Birth ____________________________________________ Country of Citizenship ______________________
If not a U.S. Citizen, are you a permanent resident of the United States?  Yes     No
If presently in the U.S.: Date of Entry _______________________________ Present INS Status ______________________

The Test of English as a Foreign Language (TOEFL) is required of all students who are not U.S. citizens or whose first language is not English.
Test Date ___________________ Test Score ___________________

Program Information
Please select your program, start date, and location:
 Educational Specialist (Ed.S) - Educational Leadership with an Emphasis in Special Education
  (fulfills requirements for Administration & Supervision Endorsement PreK-12)
  Start Date: Spring 2012   Class Location (please choose one):  Winchester      Newport News/Hampton      Online
 Doctor of Education (Ed.D)
  Cognate area of interest:
     Adult Education/Staff Development
     K-12 School Leadership (fulfills requirements for Administration & Supervision Endorsement PreK-12)
     Special Education
  Start Date: Spring 2012   Class Location: Online       Which area is closest to you?*   Winchester      Fairfax
   Newport News/Hampton
*for informational purposes only; all classes meet online with the exception of the on-campus summer residencies in Virginia Beach.

The information requested in this box is optional and is used for institutional statistical research only. This information is not a criterion for acceptance.

Date of Birth ____________________________________ Age _____________________ Gender:  Male      Female
Marital Status _______________________ Number of Dependent Children ______________________
Residency  Non-resident of Virginia      Resident of Virginia      International
Ethnic Origin  African American      Hispanic      Asian/Pacific Islander
 White non-Hispanic      American Indian/Alaskan Native
Church ______________________ Denomination ______________________
Educational History

Please fill in the following information for each educational institution attended since high school where credit was received. An official transcript must be submitted for each institution attended.

<table>
<thead>
<tr>
<th>Institution</th>
<th>State/Country</th>
<th>Major</th>
<th>Undergraduate Degree/Credit Hours earned</th>
<th>Graduate Degree/Credit Hours Earned</th>
<th>GPA</th>
<th>Dates of Attendance</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

Do you consider your school record an adequate index of your ability to succeed in graduate work?  ☐ Yes ☐ No

If no, please explain: __________________________________________________________

______________________________________________________________________________

Have you previously applied for admission to Regent University?  ☐ Yes ☐ No

If yes, date __________ Degree program or school ____________________________________

Accepted?  ☐ Yes ☐ No  If yes, when? ________________  Graduated?  ☐ Yes ☐ No  If yes, when? ________________

List all academic and nonacademic honors and distinctions you have received _______________________________________

______________________________________________________________________________

______________________________________________________________________________

List all community and/or church experiences in which you have been involved _______________________________________

______________________________________________________________________________

______________________________________________________________________________

Please list any other graduate institutions you are considering attending (optional) _______________________________________

______________________________________________________________________________

______________________________________________________________________________

Please include any other information you believe the Admission Committee should be aware of as members review your application for admission to the School of Education. (Please feel free to include it on a separate sheet of paper, if necessary).

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

__________________________  ____________________________
Signature  Date

I hereby apply to the Regent University School of Education. I affirm that, to the best of my knowledge, all of this information is complete and accurate.
Name _____________________________________________________________________________________________
Address ____________________________________________________________________________________________
Home Phone _______________________________________ Mobile Phone_______________________________________
E-mail Address ______________________________________________________________________________________

Program Information

Please select your program, start date, and location:

☐ Educational Specialist (Ed.S) - Educational Leadership with an Emphasis in Special Education
  (fulfills requirements for Administration & Supervision Endorsement PreK-12)
  Start Date: ___ Spring 2012 ___ Class Location (please choose one): ☐ Winchester ☐ Newport News/Hampton ☐ Online

☐ Doctor of Education (Ed.D) - K-12 School Leadership (fulfills requirements for Administration & Supervision Endorsement PreK-12)
  Cognate area of interest:
  ☐ Adult Education/Staff Development
  ☐ Special Education
  Start Date: ___ Spring 2012 ___ Class Location: Online Which area is closest to you?* ✓ Winchester ☐ Fairfax
*for informational purposes only; all classes meet online with the exception of the on-campus summer residencies in Virginia Beach.

Registration Agreement

As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the School of Education before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes as outlined in Regent University’s current tuition refund policy.

IMPORTANT! Registration cannot be processed and your seat will not be reserved without your signature below.

Signature ___________________________________________ Date ______________________________

Please complete this Graduate Cohort Registration Form and send by mail or by fax to:

By Fax: (800) 504-7618

By Mail: Regent University School of Education
Attn: Jeremy Waters
Office of Admissions and Advising
1000 Regent University Drive - ADM 266
Virginia Beach, VA 23464-9800
Please use the following form to submit your $50 non-refundable application fee.

**To Pay Application Fee by Credit Card or Electronic Check:**
- Please fill out this section only to pay your $50 non-refundable application fee.
- If you prefer, please contact the Graduate Information Office at 800-956-8438 to make your payment by credit card over the phone.
- You may also pay your application fee payment online at [https://www.regent.edu/payments/misc/misc_payments_form.cfm](https://www.regent.edu/payments/misc/misc_payments_form.cfm)

Student Name: ____________________________  Name on Card: ____________________________

Cardholder Address:________________________________________________________________

_____________________________________________________Date of Birth__________________

Card Type:  
- [ ] Visa  
- [ ] Master Card  
- [ ] Discover

Card Number: ___________________________Expiration Date: ________Security Code____________

Cardholder Signature: _________________________________________________________________

---

**To Pay Application Fee by Personal Check:**
- Please fill out this section only to pay your $50 non-refundable application fee.
- Please make checks payable to REGENT UNIVERSITY and mail your check to Regent University, School of Education, Attn: Jeremy Waters 1000 Regent University Drive, Virginia Beach, VA 23464-9800.

Student Name: ______________________________________________________________________

I Will Be Sending My Application Fee by Check on (Date): ______________________________________

Student Signature: ___________________________________  Today’s Date: ______________________

---

Please complete this Application Fee Payment Form and send by mail (if paying by check) or by fax (if paying by credit card) to:

By Fax: (800) 504-7618  
By Mail: Regent University School of Education  
Attn: Jeremy Waters  
Office of Admissions and Advising  
1000 Regent University Drive - ADM 266  
Virginia Beach, VA 23464-9800

**PLEASE NOTE:** YOUR SEAT WILL NOT BE RESERVED UNTIL YOUR APPLICATION FEE IS RECEIVED.
Complete all steps below to apply for financial aid. **Note:** There are financial aid options that are not based on need. Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at  (757) 352-4125.

### How to Apply for Financial Aid

**Step 1: Complete the 2011-2012 Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).** You will need your 2010 Federal Tax Return, your federal PIN number ([www.pin.ed.gov](http://www.pin.ed.gov)) and Regent’s School Code (030913). Graduate students are considered independent for financial aid purposes.

**Step 2: Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.

**Step 3: Log in to Genisys to review your financial aid application.** Once you receive your Genisys ID, login to Genisys by going to [genisys.regent.edu](http://genisys.regent.edu), click "Login to Genisys" link and enter your Student ID and Pin. Submit any documents required by clicking on "Financial Aid," "Eligibility," "Financial Aid Requirements" and "Select Aid Year." Once your documents are received, a Financial Aid Counselor at Regent will package you for Federal Aid.

**Step 4: Accept your financial aid award.** You must accept the loans you plan to borrow in Genisys by clicking on "Financial Aid," "Award," "Award for Aid Year," "Select Aid Year," and "Accept Award Offer." Your Financial Aid Counselor cannot certify your loans until this step is completed in Genisys. Please double-check the Documents section from Step 3 to ensure that all required documents have been received.

**Step 5: Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at [www.studentloans.gov](http://www.studentloans.gov) (you will need your PIN from Step 1).

**Questions? Call the Financial Aid Office at (757) 352-4125 or by email at finaid@regent.edu.**

### Federal Loan Requirements

To be eligible to borrow funds under the Federal Stafford Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

### The Federal (Title One) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Stafford Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Regent University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for an application.
How Do I Pay for Graduate School?

Pay-As-You-Go Payment Plan

Pay-As-You-Go payment plans are available for tuition.

Complete all steps below to enroll in a Pay-As-You-Go payment plan. These plans will allow you to make tuition payments over the entire length of the program, and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 7).

NOTICE: Your tuition will be due on the first day of class. If you do not have financial aid in place, you may have to make payments until your student loans are fully processed.

How to Enroll in a Pay-As-You-Go (Tuition Installment) Payment Plan:

Step One  Contact a representative in the Business Office and let them know that you wish to enroll in a Pay-As-You-Go Payment Plan. The representative will explain your payment options to you.

Step Two  Choose a Pay-As-You-Go Payment Plan option. You can choose from (1) the Tuition Installment Plan (TIP), which allows you to pay your tuition on a monthly basis over the course of the semester or (2) you can choose to pay your tuition in full at the start of each semester by cash, check, money order, or credit card, including an option to pay online.

Step Three  When you enroll in the Tuition Installment Plan (TIP), the total of your tuition, fees and other charges is calculated and reduced by any financial aid awarded. This total is divided into 4 equal payments (3 for Summer). Upon enrollment in TIP, the student's account will be charged a non-refundable $45 enrollment fee, which is due along with the first installment by the scheduled due date. Students are responsible for paying each installment on or before the scheduled installment deadlines. A $25 late payment fee will be assessed for each overdue installment. Payments can be made by cash or check in the Business Office, or by check or credit card online through Genisys. Payments made by mail must be received, not postmarked, by the due date in order to avoid late fee penalties.

Questions? Please contact the Business Office at (757) 352-4059 or by e-mail at busoff@regent.edu

Important:

• We will work with students who receive tuition reimbursement from their employers.

• If you are using financial aid to pay for tuition, you must be fully admitted to the program of your choice and registered for courses before your student loan funds can be released. You may have to make payments to Regent University until your financial aid is completed.
Transcript Request Form

Regent University will order transcripts on your behalf in order to help you complete your application file. You must reserve a seat, including payment of your application fee, in order to take advantage of this offer.

Regent University Applicants: Complete this form and submit to the Graduate Information Office at: (800) 504-7618 (fax) or regent@graduateprogram.org

University/College Registrars Office: Please process this request within one (1) week. If any difficulties in processing are encountered, please contact the Regent Graduate Information Office at 800-956-8438. Please send one (1) Official Academic Transcript to:
  Regent University
  Attn: Jeremy Waters
  1000 Regent University Drive
  Virginia Beach, VA 23464-9800

APPLICANT INFORMATION

Name: ____________________________________________________________________________

LAST   FIRST   MIDDLE   MAIDEN OR OTHER PREVIOUS NAME

Current Address: ____________________________________________________________________

STREET   CITY   STATE  ZIP

Date of Birth: _______________________ Social Security Number: _____________________________

Phone: ____________________________ Email Address: ____________________________________

COLLEGES/UNIVERSITIES ATTENDED

<table>
<thead>
<tr>
<th>College/University Attended</th>
<th>College/University Address</th>
<th>Campus Attended</th>
<th>Years Attended</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

STUDENT CONSENT

As an applicant to Regent University, I authorize the above-listed institutions to release my academic records to Regent University.

Student Signature: ____________________________ Date ___________________
To the applicant: This form should be completed by a professional associate, additional professor, or employer.

Applicant’s Name _______________________________________________________________________________________________
Address ______________________________________________________________________________________________________

Please check one of the following:
 I, the applicant, waive my right to review this recommendation when completed and understand that it will remain confidential.
 I, the applicant, do not waive my right to review this recommendation.

Applicant’s Signature _____________________________________________________________________________________________

To the recommender: The person named above is applying to Regent University and has requested your recommendation. The university is an evangelical Christian graduate-level institution committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admission evaluation.

1. How long have you known the applicant and in what capacity? _____________________________________________________________
_________________________________________________________________________________________________________________

2. How thoroughly do you think the applicant has thought out plans for graduate study?__________________________________________

3. Which group below is your standard for comparison?
 Undergraduate Students   Graduate Students   Employees   Friends and Associates

4. Please evaluate the applicants qualifications by checking the appropriate spaces below:

<table>
<thead>
<tr>
<th></th>
<th>Superior</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>No Chance to Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Ethical Behavior</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ability to Relate to Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperation with Other Employees</td>
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<td></td>
</tr>
<tr>
<td>Reliability and Dependability</td>
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<td></td>
<td></td>
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<tr>
<td>Level of Spiritual Commitment</td>
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<tr>
<td>Potential for Chosen Profession</td>
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<td></td>
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<tr>
<td>Commitment to Chosen Profession</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Potential as Graduate Student</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

3. What are the strengths and weaknesses of the applicant? Include any information that would be helpful in our evaluation. Your comments should cover the applicant’s academic performance (analytical, written, and oral), teaching and leadership potential, personal character, and motivation for graduate study. Please feel free to use a separate sheet, if necessary.

________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

4. Do you recommend this applicant to Regent University?
 Highly Recommend   Recommend   Recommend with reservations   Do not recommend

Signature _____________________________________________________________ Date _____________________________________
Recommender’s Name ______________________________________________________ Title _________________________________
Church/Organization ____________________________________________________ Telephone ________________________________
Address ______________________________________________________________________________________________________

Please place this recommendation in a sealed envelope and sign your name over the seal to ensure confidentiality. Mail recommendation to School of Education - Office of Admissions and Advising, Regent University, Attn: Jeremy Waters, 1000 Regent University Drive - ADM 266, Virginia Beach, VA 23464-9800. No action can be taken on the student’s application until this form is returned. Thank you for taking the time to complete and return this form. Your thoughtfulness in its preparation is appreciated.
Faculty Recommendation

To the applicant: This form should be completed by a faculty member, preferably in your major field. You may have an earlier letter of recommendation that you wish to attach; sometimes such letters are available through your college placement office. If a faculty recommendation cannot be obtained, please refer the form to a professional colleague who has earned at least a master’s degree and explain here.

Applicant’s Name _______________________________________________________________________________________________
Address ______________________________________________________________________________________________________

Please check one of the following:
  □ I, the applicant, waive my right to review this recommendation when completed and understand that it will remain confidential.
  □ I, the applicant, do not waive my right to review this recommendation.

Applicant’s Signature _____________________________________________________________________________________________

To the recommender: The person named above is applying to Regent University and has requested your recommendation. The university is an evangelical Christian graduate-level institution committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admission evaluation.

I. How long have you known the applicant and in what capacity?
_________________________________________________________________________________________________________________

2. Please evaluate the applicants qualifications by checking the appropriate spaces below:

<table>
<thead>
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<th></th>
<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>No Chance to Observe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Ranking</td>
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<tr>
<td>Academic Potential</td>
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<tr>
<td>Creative Instinct</td>
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<tr>
<td>Oral Communication</td>
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<tr>
<td>Written Communication</td>
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<td>Leadership</td>
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<td>Cooperation</td>
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<td>Social Acceptance</td>
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<tr>
<td>Spiritual Maturity</td>
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<tr>
<td>Professionalism</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

3. What are the strengths and weaknesses of the applicant? Include any information that would be helpful in our evaluation. Your comments could include recent experiences or incidents in the applicant’s life or general personality appraisal. For faculty recommenders: Your comments should cover the applicant’s academic performance (analytical, written, and oral), teaching and leadership potential, personal character, and motivation for graduation. Please feel free to use a separate sheet, if necessary.
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

4. Do you recommend this applicant to Regent University?
   □ Highly Recommend □ Recommend □ Recommend with reservations □ Do not recommend

Signature ____________________________ Date ____________________________

Recommender’s Name ____________________________ Title ____________________________

Church/Organization ____________________________ Telephone ____________________________

Address ______________________________________________________________________________________________________

Please place this recommendation in a sealed envelope and sign your name over the seal to ensure confidentiality. Mail recommendation to School of Education - Office of Admissions and Advising, Regent University, Attn: Jeremy Waters, 1000 Regent University Drive - ADM 266, Virginia Beach, VA, 23464-9800. No action can be taken on the student’s application until this form is returned. Thank you for taking the time to complete and return this form. Your thoughtfulness in its preparation is appreciated.
Clergy Recommendation

To the applicant: This form should be completed by someone who understands your spiritual goals and objectives, such as a pastor, priest, rabbi, or other religious/moral leader.

Applicant’s Name _______________________________________________________________________________________________

Address ______________________________________________________________________________________________________

Please check one of the following:

☐ I, the applicant, waive my right to review this recommendation when completed and understand that it will remain confidential.

☐ I, the applicant, do not waive my right to review this recommendation.

Applicant’s Signature _____________________________________________________________________________________________

To the recommender: The person named above is applying to Regent University and has requested your recommendation. The university is an evangelical Christian graduate-level institution committed to educating and training leaders for society according to Christian principles. Your thoughtful and candid responses will assist us in our admission evaluation.

1. How long have you known the applicant? ______________________________________________________________________________

2. How well do you know the applicant?
   ☐ By name/sight
   ☐ Casually--few personal contacts
   ☐ Fairly well--numerous personal contacts
   ☐ Very close relationship

3. To your knowledge has the applicant made a meaningful personal commitment to Jesus Christ?
   ☐ Yes
   ☐ No
   ☐ I don’t know
   Comments _______________________________________________________________________

4. Please evaluate the applicants qualifications by checking the appropriate spaces below:

<table>
<thead>
<tr>
<th></th>
<th>Superior</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
<th>No Chance to Observe</th>
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</tbody>
</table>

5. In light of Regent University’s commitment to be a Christ-centered institution, please evaluate how you feel the applicant would function and relate to the community.

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

6. Do you recommend this applicant to Regent University?
   ☐ Highly Recommend
   ☐ Recommend
   ☐ Recommend with reservations
   ☐ Do not recommend

Signature _____________________________________________________________ Date ____________________________________

Recommender’s Name ______________________________________________________ Title _________________________________

Church/Organization ______________________________________________ Telephone_______________________________________

Address ______________________________________________________________________________________________________

Please place this recommendation in a sealed envelope and sign your name over the seal to ensure confidentiality. Mail recommendation to School of Education - Office of Admissions and Advising, Regent University, Attn: Jeremy Waters, 1000 Regent University Drive - ADM 266, Virginia Beach, VA, 23464-9800. No action can be taken on the student’s application until this form is returned. Thank you for taking the time to complete and return this form. Your thoughtfulness in its preparation is appreciated.
Submit your writing sample by going online to http://criterion.ets.org and following the steps listed below.

1) Click “Go to Criterion Student Website” (in blue at the bottom of the page)
2) Click “Register (I am a new user).”
3) For the Access ID, enter “Spring2012”
4) For the Password enter – “education”
5) Click “Continue”
6) Create a User Name and Password
7) Click “Create Registration.” You will then be redirected to your home page
8) Choose one of the three writing sample topics provided. You will be provided with the question pertaining to the topic you choose once you begin the timer for the essay.
9) Read the instructions for submitting your essay. Please keep in mind that you have 40 minutes to complete your writing sample. You will receive a warning when there are 10 minutes remaining on the timer.
10) Click “Continue” and begin typing your writing sample.

*The font used by ETS is different than that used by word. Some functions, such as the Tab, are disabled. If a function is disabled just continue with your essay. Do not try to compensate for the disabled function or your essay will be marked with errors by ETS (i.e.: do not press the space bar 5 times for a Tab, just don’t Tab)
Please submit a copy of your most current resume, outlining your work history, educational background, and other relevant professional interests or experiences (e.g., coaching, mentoring, etc.) and a sample of your graduate-level writing. If you have any published works, please include a copy along with your resume.

Please forward a copy of your resume by mail, by fax, or by e-mail to:

By Fax: (800) 504-7618
By E-Mail: regent@graduateprogram.org

By Mail: Regent University School of Education
       Attn: Jeremy Waters
       Office of Admissions and Advising
       1000 Regent University Drive - ADM 266
       Virginia Beach, VA 23464-9800
In an effort to help you understand more about Regent University community life, please review the articles on this page and sign below. If you completed an online application, you may choose to submit this form online at https://genisys.regent.edu/pls/prod/bwskalog.P_DispLoginNon. You will need to use your Genisys Login and password.

**Philosophy of Education**

Regent University is a Christ-centered institution. The board of trustees, as well as the faculty and staff of the university, are committed to an evangelical interpretation and application of the Christian faith. The campus community is closely identified with the present day renewal movement, which emphasizes the gifts, fruits and ministries of the Holy Spirit. It is expected that our students will both understand and be committed to receiving an education in accordance with the following articles:

A. That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.
B. That there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
C. That man was created in the image of God but as a result of sin is lost and powerless to save himself.
D. That the only hope for man is to believe in the Lord Jesus Christ, the virgin born Son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, man is redeemed by His blood.
E. That Jesus Christ will personally return to earth in power and glory.
F. That the Holy Spirit indwells those who receive Christ, for the purpose of enabling them to live righteous and holy lives.
G. That the Church is the Body of Christ and is comprised of all those who, through belief in Christ, have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelization and the nurturing and disciplining of Christians.

**Nondiscriminatory Policy**

Regent University’s policies governing the admission of students relate to its mission statement, but are not applied to preclude a diverse student body in terms of disability, race, color, gender, religion or national or ethnic origin.

**Standard of Personal Conduct**

Biblical precepts constitute the guidelines for conduct by all members of the Regent University community. In matters of dress, students should recognize that they are preparing for career placement and thus should present themselves in a manner consistent with professional standards. While casual dress is normally acceptable on campus, the wearing of recreational and beach attire is not in keeping with professional standards and is thus discouraged. Regent University students are expected to abide by biblical standards of holiness. Students are not to gamble, steal or cheat. Students are expected to abstain from sexual impurity, including the viewing and/or reading of pornographic literature and from other immoral activities. Regent University, in keeping with St. Paul’s admonition to refrain from behavior that might be a stumbling block to the weaker brother, encourages students to appropriately set aside their personal freedom and refrain from the use of alcohol and tobacco. The abuse of alcohol is prohibited. Firearms, illegal narcotics, alcohol and tobacco are not permitted on university premises.

I certify that I have read the Regent University Community Life Form and understand that I will receive an education in accordance with the Philosophy of Education. I further certify that I will submit myself to the Standard of Personal Conduct throughout the time of my enrollment as a student.

Applicant’s Name (Please Print) ____________________________________________

Applicant’s Signature ___________________________ Date _______________________

Please forward a signed copy of this form by mail or by fax to:

Fax: 800-504-7618  Mail: Regent University
     Office of Admissions and Advising
     Attn: Jeremy Waters
     1000 Regent University Drive
     Virginia Beach, VA 23464-9800
**Ed.S in Educational Leadership with an Emphasis in Special Education**

**For:**
Experienced teachers and/or administrators who hold a Master’s degree and who would like to advance their skills and knowledge of special education leadership while attaining a degree beyond the Master’s level.

**What you learn:**
The Ed.S provides an incremental step toward a doctorate* for teachers and administrators by balancing practical skills and up-to-date research. This program combines the latest research and learning with effective practical application to address today’s critical areas: legal and ethical aspects; updated school law; curriculum & instruction; collaboration and conflict resolution; administration and supervision of schools; management skills for implementation of mandated program requirements; effectively facilitating group discourse and decision making in relation to educational, recreational and living implications for persons with disabilities; appropriate administration of funding for special education programs; leadership to foster the education of all children, especially students with disabilities.

**How you learn:**
This is a cohort program. If you enroll in a face to face cohort you will take one course at a time, in 7-week sessions meeting one night a week. Courses meet from 4:45 to 8:45, one night a week, and coursework will be completed in approximately 2 years. You may also enroll in an online cohort which meets primarily online. For either format, there is a one-week summer residency course during the first summer at the Virginia Beach campus during the first year of the program. Note: Online courses start the week of January 2nd.

**Career Outcomes:**
Upon completion of the program, students will earn an Educational Specialist degree in Educational Leadership with an Emphasis in Special Education and will be eligible for the Administration and Supervision add-on endorsement from the Commonwealth of Virginia Department of Education. This add-on endorsement leads to principal, assistant principal, or other leadership position in K-12 schools and districts.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 700</td>
<td>Online Orientation</td>
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</tr>
<tr>
<td>UNIV LIB</td>
<td>Information, Research &amp; Resources</td>
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</tr>
<tr>
<td>EADM 632</td>
<td>Technology for Administrators</td>
<td>3</td>
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<tr>
<td>EADM 636</td>
<td>Personnel Management &amp; Development</td>
<td>3</td>
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<tr>
<td>ETSP 670</td>
<td>Special Education Supervision of Programs &amp; Instruction (1-week summer residency)</td>
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<tr>
<td>EADM 613</td>
<td>School Finance/Management of Resources &amp; Facilities</td>
<td>3</td>
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<tr>
<td>EADM 638</td>
<td>School Law</td>
<td>3</td>
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<tr>
<td>EADM 696</td>
<td>School Leaders Licensure Assessment Preparation Course**</td>
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<tr>
<td>EADM 611</td>
<td>Leadership, Organization &amp; Administration</td>
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<tr>
<td>EADM 612</td>
<td>Human Learning &amp; Motivational Development</td>
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<td>EADM 640</td>
<td>School &amp; Community Relations</td>
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<tr>
<td>EFND 698</td>
<td>Professional Project</td>
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<td>ETSP 671</td>
<td>Research &amp; Assessment to Inform Practice in Special Ed.</td>
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</tr>
<tr>
<td>EADM 695</td>
<td>Principal Internship</td>
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</tbody>
</table>

**Total Credit Hours:** 32-34

**Please Note:**
While the chart above lists each of the courses that make up the Ed.S degree, this is not a class schedule, and your cohort may take these courses in a different order.

Applicants for the Ed.S degree who are seeking the Administration and Supervision PreK-12 add-on endorsement from the Virginia Department of Education, must hold a professional teaching license and have a minimum of three years teaching experience upon program completion. A submitted copy of the current professional teaching license is required along with the admissions application.

*Not all coursework can be transferred into an Ed.D program at Regent University.

**EADM 696** is only required for individuals seeking the Administration and Supervision PreK-12 add-on endorsement for principal or assistant principal positions.
Ed.D. and Ed.S. Cohort Programs
Ed.D. - K-12 School Leadership

For:
Experienced teachers and/or administrators who hold a Master’s or Educational Specialist degree and who would like to advance their skills and knowledge in the area of K-12 School Leadership while attaining a higher level degree.

What you learn:
The Ed.D. is designed to facilitate the learning styles of adults and provide a collaborative community for higher-level thinking and problem solving. Undergirding the entire program is critical thinking, scholarly research, writing and learning from a Christian worldview. The capstone project, as with any doctoral program, is the submission and defense of a doctoral dissertation project. The K-12 School Leadership cognate focuses upon preparation for the position of principal, superintendent, or other executive leadership and supervisory positions in educational organizations. The cognate builds upon and extends the recognized work of the National Character Education Clearing House established at Regent University by the U.S. Department of Education.

How you learn:
This is a cohort program. Courses meet primarily online, supplemented with a one-week summer residency on campus in Virginia Beach every summer over the course of the three year program. The program can be completed in three years, though candidates often choose to complete the program in a 3 1/2 to 4 year time frame. Note: Online courses start the week of January 2nd.

Career Outcomes:
Upon completion of the program, students will earn a Doctor of Education (Ed.D) degree in K-12 School Leadership and will be eligible for the Administration and Supervision add-on endorsement from the Commonwealth of Virginia Department of Education. This add-on endorsement leads to principal, assistant principal, or other leadership position in K-12 schools and districts.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 700</td>
<td>Orientation</td>
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<tr>
<td>UNIV LIB</td>
<td>Information, Research &amp; Resources</td>
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<tr>
<td>EFND 705A</td>
<td>Residency -- Year One</td>
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<tr>
<td>EFND 702</td>
<td>Research Design &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EFND 706</td>
<td>Christian Worldview for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EFND 707</td>
<td>Advanced Study of Worldview</td>
<td>3</td>
</tr>
<tr>
<td>EFND 701</td>
<td>Advanced Human Learning &amp; Motivational Development</td>
<td>3</td>
</tr>
<tr>
<td>EFND 722</td>
<td>Educational Statistics</td>
<td>3</td>
</tr>
<tr>
<td>EADM 703</td>
<td>Advanced Theory &amp; Practice of Leadership, Organizational Development &amp; Educational Administration</td>
<td>3</td>
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<tr>
<td>EADM 705</td>
<td>Effective Communication &amp; Conflict Resolution</td>
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<tr>
<td>EFND 705B</td>
<td>Residency -- Year Two</td>
<td>2</td>
</tr>
<tr>
<td>EADM 704</td>
<td>Advanced Supervision, Design, &amp; Implementation of Educational Programs, Curriculum, &amp; Technology</td>
<td>3</td>
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<tr>
<td>EDCO 801</td>
<td>Strategic Planning &amp; Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>EADM 706</td>
<td>Legal, Ethical, and Professional Issues in Education</td>
<td>3</td>
</tr>
<tr>
<td>EFND 806</td>
<td>Assessment &amp; Evaluation of Students</td>
<td>3</td>
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<td>EADM 720</td>
<td>Advanced Practices of School Finance, Management of Resources &amp; Facilities</td>
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<td>EEDD 810</td>
<td>Advanced Practices in Personnel Administration</td>
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<tr>
<td>EFND 906C</td>
<td>Dissertation</td>
<td>5</td>
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</table>

Total Credit Hours: 60

Please Note:
While the chart above lists each of the courses that make up the Ed.D. degree, this is not a class schedule, and your cohort may take these courses in a different order.

A comprehensive exam is required after your coursework is completed, but prior to moving into the dissertation phase of the Ed.D.

Once you have completed 60 credit hours, you will continue to be enrolled in EFND 907 Dissertation Continuation (3 Credits) each term until you defend your dissertation.

*This total does not reflect the required 3 credit hour internship needed for the principal add-on endorsement. For those pursuing the administrative endorsement, an additional 3 hours is required, which is usually taken during the last cognate semester. For those who already have their endorsement or for those who do not desire this, there is some flexibility in the courses taken as long as the total for the degree is a minimum of 60 credit hours. All electives must be approved by the student’s advisor. See "Additional Information" section on Page 20.
For:
Experienced teachers and/or administrators who hold a Master’s or Educational Specialist degree in Education and who would like to advance their skills and knowledge in the area of Adult Education and Staff Development while attaining a higher level degree.

What you learn:
The Ed.D. is designed to facilitate the learning styles of adults and provide a collaborative community for higher-level thinking and problem solving. Undergirding the entire program is critical thinking, scholarly research, writing and learning from a Christian worldview. The capstone project, as with any doctoral program, is the submission and defense of a doctoral dissertation. The Adult Education/Staff Development cognate equips organizational and institutional decision-makers with the knowledge and skills to develop, implement and evaluate curricular and instructional training programs for adult populations.

How you learn:
This is a cohort program. Courses meet primarily online, supplemented with a one-week summer residency on campus in Virginia Beach every summer over the course of the three year program. The program can be completed in three years, though candidates often choose to complete the program in a 3 1/2 to 4 year time frame. Note: Online courses start the week of January 2nd.

Career Outcomes:
Upon completion of the program, students will earn an Doctor of Education (Ed.D) degree in Adult Education/Staff Development.

Required Courses:

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<th>Course Code</th>
<th>Course Title</th>
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</thead>
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<td>UNIV LIB</td>
<td>Information, Research &amp; Resources</td>
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<td>EFND 702</td>
<td>Research Design &amp; Analysis</td>
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<td>Christian Worldview for Educators</td>
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<td>EFND 707</td>
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<td>EFND 701</td>
<td>Advanced Human Learning &amp; Motivational Development</td>
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<td>EADM 703</td>
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<td>EADM 706</td>
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<td>EDCO 801</td>
<td>Strategic Planning &amp; Program Evaluation</td>
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<td>EDSL 727</td>
<td>Supervision &amp; Professional Development</td>
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<td>EDSL 710</td>
<td>The Adult Learner</td>
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<td>ESAE 810</td>
<td>Teaching &amp; Learning; Theory &amp; Research in Adult Development</td>
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<td>Program Planning for Adult Learners</td>
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Please Note:
While the chart above lists each of the courses that make up the Ed.D. degree, this is not a class schedule, and your cohort may take these courses in a different order.

A comprehensive exam is required after your coursework is completed, but prior to moving into the dissertation phase of the Ed.D.

Once you have completed 60 credit hours, you will continue to be enrolled in EFND 907 Dissertation Continuation (3 Credits) each term until you defend your dissertation.
Ed.D. and Ed.S. Cohort Programs
Ed.D. - Special Education

**For:**
Experienced teachers and/or administrators who hold a Master’s or Educational Specialist degree in Education and who would like to advance their skills and knowledge in the area of Special Education while attaining a higher level degree.

**What you learn:**
The Ed.D. is designed to facilitate the learning styles of adults and provide a collaborative community for higher-level thinking and problem solving. Undergirding the entire program is critical thinking, scholarly research, writing and learning from a Christian worldview. The capstone project, as with any doctoral program, is the submission and defense of a doctoral dissertation.

**How you learn:**
This is a cohort program. Courses meet primarily online, supplemented with a one-week summer residency on campus in Virginia Beach every summer over the course of the three year program. The program can be completed in three years, though candidates often choose to complete the program in a 3 1/2 to 4 year time frame. Note: Online courses start the week of January 2nd.

**Career Outcomes:**
Upon completion of the program, students will earn an Doctor of Education (Ed.D) degree in Special Education

**Prerequisites:**
Students entering this program are required to hold a bachelor’s or master’s degree in Special Education.

**Required Courses:**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 700</td>
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<tr>
<td>EFND 706</td>
<td>Christian Worldview for Educators</td>
<td>3</td>
</tr>
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<td>EFND 702</td>
<td>Research Design &amp; Analysis</td>
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<td>EFND 707</td>
<td>Advanced Study of Worldview</td>
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<td>ESPC 720</td>
<td>Seminar: Current Issues in Special Education</td>
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<td>ESPC 725</td>
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<tr>
<td>EFND 705C</td>
<td>Residency -- Year Three</td>
<td>2</td>
</tr>
<tr>
<td>EFND 790</td>
<td>Independent Study (If Needed)</td>
<td></td>
</tr>
<tr>
<td>ESPC 730</td>
<td>Meta-Analysis in Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ESPC 800</td>
<td>The Research Review Process in Special Education</td>
<td>3</td>
</tr>
<tr>
<td>EFND 906A</td>
<td>Dissertation</td>
<td>5</td>
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<tr>
<td>EFND 906B</td>
<td>Dissertation</td>
<td>5</td>
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<tr>
<td>EFND 906C</td>
<td>Dissertation</td>
<td>5</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours:</strong> 60</td>
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**Please Note:**
While the chart above lists each of the courses that make up the Ed.D. degree, this is not a class schedule, and your cohort may take these courses in a different order.

A comprehensive exam is required after your coursework is completed, but prior to moving into the dissertation phase of the Ed.D.

Once you have completed 60 credit hours, you will continue to be enrolled in EFND 907 Dissertation Continuation (3 Credits) each term until you defend your dissertation.
Thank you for your interest in Regent University!

Admission Requirements
Doctor of Education (Ed.D) and Educational Specialist (Ed.S) Admission Requirements
1. Completed application, 2. A minimum of two recommendations (one of which must be from a current employer), 3. Official transcripts from all previous institutions, 4. A writing sample (instructions in admission packet), 5. Resume of employment, accomplishments & education, including a copy of your Master’s-level paper and copies of any published materials, 6. Application fee, 7. Interview (to be determined once the rest of the file is complete—you will be contacted by the School of Education if required. The School of Education Admissions Office may contact you to schedule an admissions interview once other application materials have been received. In-person interviews are preferred, but telephone interviews may be arranged.) 8. For the Ed.D.: Official GRE Test Scores--verbal, quantitative, and analytical writing portions. For the Ed.S.: Official MAT Test Scores.

The school maintains accepted applications for one year from the applicant’s initial enrollment semester as noted on the application. After the one year anyone wishing to re-apply may be asked to re-submit parts or all of the application materials.

Applicants for the Educational Specialist and Doctor of Education programs must have earned at least a Master’s degree prior to being admitted to the program. Applicants seeking add-on endorsements in Administration and Supervision PreK-12 will be required to submit a copy of his or her current professional teaching license.

Applicants seeking endorsement in Administration and Supervision PreK-12 will be required to show one or more years of professional PreK-12 teaching experience by the end of the program so that the 3 year teaching requirement will be satisfied upon program completion.

Transferring Credits
For all programs, Regent University limits the number of transfer credits to a maximum of 25 percent of the appropriate Regent degree program. To be approved for transfer, credits must have been taken from a regionally accredited institution or one approved by the Regent school in which the student is enrolled. Coursework transferred or accepted toward a graduate degree must represent coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Regent’s own graduate degree programs. Credits accepted for transfer cannot have been counted on a previously completed degree program at Regent or any other institution. Courses with grades below B will not be accepted for transfer. When transfer courses are approved, the course title and credit hours, as well as the name of the institution where the credits were earned, are entered on the Regent University transcript. However, the grades are not entered on the transcript and are not used in the calculation of the Regent University cumulative grade point average. For more information please visit www.regent.edu/acad/schedu/admissions/transfer-policy.cfm.

Regent University Tuition Guarantee
The discounted tuition rate of $499 per credit hour (for Ed.S.) and $599 per credit hour (for Ed.D.) is guaranteed to students, provided that they remain continuously enrolled in the program. A student is considered “continuously enrolled” provided that the student does not miss more than two courses (one semester) in their cohort sequence. Regent University reserves the right to raise tuition costs for future cohorts or other programs.

Additional Information: Ed.D. / Administration & Supervision Add-On Endorsement
The K-12 School Leadership cognate focuses upon preparation for the position of principal, superintendent or other executive leadership and supervisory positions in educational organizations. The knowledge for this cognate has been organized around the endorsement competencies for administration and supervision K-12 as issued by the Virginia Department of Education.

Students seeking the Administration and Supervision preK-12 add-on endorsement must already hold a professional teaching license. Students seeking this endorsement for the purpose of obtaining principal or assistant principal positions are required to complete the School Leaders Licensure Assessment (SLLA). Program adjustments are made accordingly as the Virginia Department of Education’s licensure regulations are subject to change. Requirements for endorsement or licensure are different in every state. Students should contact the Department of Education in their state of interest for administrator licensure requirements.

For more information on the licensure regulations governing the Administration and Supervision preK-12 endorsement, please visit the Virginia Department of Education website. Applicants who are seeking the Administration and Supervision preK-12 add-on endorsement, should have a minimum of three years teaching experience upon program completion. A submitted copy of the current teaching license is required along with the admissions application.

Cohort Information
Although our off-campus programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum enrollment of 15 and class size is limited to 27 students.

Important Contact Information:
- Graduate Information Office: Lori Belmonte (800) 956-8438 lbelmonte@graduateprogram.org
- Admissions Office: Jeremy Waters (757) 352-4126 thomwat@regent.edu
- Financial Aid Office: (757) 352-4125 finaid@regent.edu
- Business Office (Payments, Billing, etc.): (757) 352-4059 busoff@regent.edu