Thank you for your interest in Concordia's Ed. Specialist and Doctoral cohort programs. We are pleased to bring our convenient, advanced graduate programs to your local area. We want what you want – for you to be a high quality professional educator with an advanced graduate degree. Children and their development and learning is our mission. Our partnership with you can bring that mission to a reality. An affordable tuition rate has been arranged for teachers, and space in each cohort is limited to 22 students. Once you submit your application (Step 1), 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 **(612) 806-0684** or by email at **drajcevic@graduateprogram.org**.

> **NOTE: Concordia University strictly limits class size to 22 students and accepts applications on a first-come, first-served basis.**
>
> **Complete step 1 below to reserve your seat in this program.**

Apply online at http://graduateprogram.org/concordia-saint-paul/eds/application-checklist for faster processing.

① Application (Page 3-4)

Submit your **application online** or complete page 3-4 and return by fax to **(800) 504-7618**.

Once you have reserved your seat, turn to Page 2 to complete the remaining admission steps. Congratulations on your pursuit of a post-graduate degree with Concordia University St. Paul!

Sincerely,

Dana Rajcevic
Graduate Information Office
(612) 806-0684
drajcevic@graduateprogram.org

CSP
CONCORDIA ST. PAUL

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.**

Complete your application steps online at: **http://graduateprogram.org/concordia-saint-paul/eds/application-checklist**

2 Financial Aid & Payment Options (Pages 5 & 6)

Determine how you plan to pay for the program: Financial Aid, Pay-As-You-Go or payment in full.

If using Financial Aid, complete the **FAFSA** online. For more information, see page 5. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan or paying tuition in full, follow the instructions on page 6.

3 Official Transcripts (Page 7)

Arrange for official, sealed transcripts of your Master's degree to be sent to Concordia University - Saint Paul. For further instructions, see page 7.

4 Writing Sample (Page 9)

You may submit your writing sample directly to the Graduate Information Office **online**. If you prefer to submit your essay another way, please respond to the prompt on page 9.

Ed.S: Educational Specialist program students please write a statement (1-2 pages typed) covering your employment history and long-term academic and professional goals.

Ed.D: Those seeking admission into the Doctorate in Education (Ed.D.) program should submit a Master's level writing sample. A sample of work from a previous Ed.S or Master's program will be acceptable.

5 Letters of Recommendation

Visit the **online checklist** to submit contact information for your references, and the Graduate Information Office will request them on your behalf.

Ed.S: Submit two letters of recommendation from individuals who can attest to your readiness for a post-graduate degree and preparation for leadership studies. One letter should be from a direct supervisor and the other should be from a professional in the field of education.

Ed.D: Students seeking admission to the Doctorate in Education (Ed.D.) program should arrange to have three letters of recommendation completed.

6 Current Resume

You may submit your resume directly to the Graduate Information Office **online**, or if you prefer, please email, fax, or mail your resume according to the instructions below.

7 Interview with Program Director

Once your admission documents have been received, Concordia University - Saint Paul will contact you to schedule an interview with the Director of Credentialing.

Completing your application steps online at **http://graduateprogram.org/concordia-saint-paul/eds/application-checklist** 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 emailed, faxed or mailed to:

Concordia University - Saint Paul
Office of Graduate Admission
1282 Concordia Avenue
St. Paul, MN 55104

(800) 504-7618

drajcevic@graduateprogram.org

Please complete and sign the following application and return by fax to **(800) 504-7618** or by mail to Concordia University - Saint Paul, Office of Graduate Admission, 1282 Concordia Avenue, St. Paul, MN 55104.

Have you applied to Concordia St. Paul for this degree/program in the past? ☐ Yes ☐ No

Name

First	Middle	Last
Maiden	Preferred	Former

Prefix ____ **Suffix** ____ **Social Security Number** ____

Date of Birth ____ ☐ **Male** ☐ **Female**

Address | Street | City | State | Zip Code | Country |

Phone # ( ) **Cell #** ( ) **Is it okay to send you text messages?** ☐ Yes ☐ No

Email Address ____ **Fax Number** ____

Employer ____ **Title Held** ____

Employer Address | Street | City | State | Zip Code |

Work Phone ( ) **Work Fax** ( ) **Work Email** ____

Intended Major (check one)

Ed. Specialist (Ed.S)

☐ Principal Licensure *(for licensed teachers)*
☐ Principal Licensure *(alternative path for non-licensed teachers)*
☐ Superintendent Licensure *(for licensed teachers)*

Doctoral (Ed.D):

☐ Educational Leadership

Start Date: ☐ Spring 2021   **Cohort Location:** ☐ Online

My Master's degree was conferred at:

College ____ **City** ____ **State** ____

Are you a first generation college student? ☐ Yes ☐ No   **Are you a U.S. Citizen?** ☐ Citizen ☐ Non-Citizen ☐ Permanent Resident

Immigration Status ____ **Country of Birth** ____ **Is English your first language?** ☐ Yes ☐ No

Have you served in the military? ☐ Yes ☐ No   **What is your military status?** ____

Do you plan to use military benefits at Concordia? ☐ Yes ☐ No   **What is your military branch?** ____

Are you a MN certified teacher? ☐ Yes ☐ No   **How many years of teaching experience do you have?** ____

Have you ever been convicted of a felony? ☐ Yes ☐ No   **If Yes, Please Explain**

____

If you wish to apply for financial aid please see page 5 for more information.

Concordia University's annual security report includes statistics concerning reported crimes that occurred on campus or in certain off-campus buildings. The report also includes institutional policies concerning campus security. Obtain a copy of this report by contacting the Security and Safety office or by accessing the following web site: **http://www.csp.edu/security** or calling **(651) 641-8777**. Intentional falsification of information on this application may be cause for denial of admission to the University.

Signature _____ **Date** _____

All application documents submitted to Concordia University, St. Paul by the applicant or on the applicant's behalf become property of Concordia University, St. Paul and cannot be released back to the applicant or to any other institution.

I hereby give Concordia University, St. Paul permission to use my likeness in any promotional or news release generated by the university or any agent appointed by the university. This information may contain photos, quotes, or statistical information about myself. I also give Concordia University the permission to print my name in regard to any honors I receive from the university. If you are not in agreement with these terms, please contact the Office of Admissions directly.

Concordia University- St. Paul is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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 class. For help, please contact the Graduate Financial Aid Department at **(651) 641-8776**.

How to Apply for Financial Aid

1 **Complete the Free Application for Federal Student Aid at www.fafsa.gov**. Students should submit the 2020-2021 form. You will need your 2018 Federal Tax Return. Students will also need your FSA ID (**https://fsaid.ed.gov/npas/index.htm**) and Concordia's School Code (002347). When you are completing the FAFSA you will want to use the IRS Data retrieval process to report your income information. Graduate students are considered independent for financial aid purposes.

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.

3 **You will receive your financial aid award letter from Concordia.** This lists the financial aid that you qualify for.

4 **Accept or Decline Your Award.** To accept or decline your award, on your CSP Connect student portal, find your award letter under the Financial Aid Information tab. Click to accept the terms and conditions of your award and accept or decline your award. Be sure to contact the Financial Aid Office if you have any questions about your award.

Award Amounts For Ed. Specialist (Ed.S.) Students (Cost Per Credit = $415)

Semester	Fall	Spring	Summer
Credits	6 Credits	6 Credits	6 Credits
Tuition	$2490	$2490	$2490

Award Amounts For Doctoral (Ed.D.) Students (Cost Per Credit = $615)

Semester	Fall	Spring	Summer
Credits	6 Credits	6 Credits	6 Credits
Tuition	$3690	$3690	$3690

Note: Be sure to accept a loan amount that will cover the cost of the highest semester tuition because the loan will be divided equally by 3 automatically by the federal government.

5 **Complete Loan Entrance Counseling and the Master Promissory Note**. Complete the Federal Stafford Loan Requirements by going to **https://studentloans.gov**. Select 'Graduate' student in the blue box. Within the federal Stafford Loan text, you will have the option to click on 'Completing the Stafford Loans'. Please complete both the Stafford Loan Entrance Counseling and Master Promissory Note at this site. We will be notified within 48 hours after it has been completed.

Questions? Call Graduate Financial Aid at (651) 641-8776

The Federal (Title One) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Concordia University - Saint Paul 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 http://1.usa.gov/teacherforgiveness for more information.

To view your balance due, you will need to access your account online through CSP Connect. Go online to **https://csp.blackboard.com/** and log in. Click on the "Financial Aid and Billing" tab and go to "My Account."

Tuition and fee charges, *including any balance due after disbursement of financial aid**, must be paid using one of the following options:

1 **Payment In Full** (or the total balance due after accounting for financial aid*) by the **first Wednesday in April.**
*Financial aid awards typically include loan opportunities, for which you must complete and sign a Master Promissory Note (MPN). Failure to complete and sign an MPN will delay disbursement of Federal loans.

2 **CSP Installment Plan**
- In this plan, you will make payments in up to two installments, plus a $35 enrollment fee, according to the timeline below.**
- Students eligible for financial aid that have not completed requirements and have not received aid by the **first Wednesday in April** will be automatically enrolled in the CSP Installment Plan.

**CSP Installment Plan Timeline

First Payment - due the first Wednesday in April	1/2 of outstanding balance
Second Payment - due the first Wednesday in June	Remainder of outstanding balance

Late Payments

Late payments will be assessed a 1% late fee. All fees must be paid in full by the end of each term before being allowed to register for upcoming semesters. If you have previously registered for future terms, and fail to make payment, you will be deregistered from those terms. Should you leave the institution during the semester, you forfeit your right to use the installment plan and your balance will be immediately due in full.

Students Receiving Financial Aid

Students should be prepared to pay for books, etc., from personal funds until financial aid is disbursed. If you are receiving a Pell Grant for the current academic year, and expect a refund check after all aid is disbursed (approximately three weeks after your start date), you may request a book voucher to purchase your books and supplies. Only students who meet the specified qualifications previously mentioned will be eligible to use a book voucher to purchase books and supplies (see your Financial Aid Counselor for more information). All Financial Aid (loans, scholarships, grants) will show on the student account by the **first Wednesday in April.**

Third party awards are applied to the student account when received. If you are using third party awards (i.e. Employer Reimbursement), you are responsible to pay for all education charges upfront, and may be reimbursed once Third Party Payment is received.

All students are required to have a signed financial arrangement form on file with your Financial Aid Counselor.

Registration may be cancelled at any time for non-payment of fees.

Questions?
Contact the Graduate Financial Aid Department at 651-641-8776 or by email at **gradfa@csp.edu**

CSP — CONCORDIA ST. PAUL

Concordia University - Saint Paul requires official transcripts showing your completed Master's degree. Students in the Ed.S. program must show a cumulative GPA of 3.25 in your Master's degree. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the application process; however, official sealed transcripts are required in order to be admitted to Concordia. Follow the steps below to request transcripts from each school that you attended.

To Order Transcripts:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.

2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(612) 806-0684**.

Please have all official transcripts sent to:

Concordia University - Saint Paul
Office of Graduate Admission
ATTN: Kristine Erickson
1282 Concordia Avenue
St. Paul, MN 55104

Please have all Official Electronic Transcripts sent to:

admissions@csp.edu

Remember: An admission decision cannot be made until all transcripts are received.

Transfer Credit Consideration

Complete this form only if you are seeking to transfer credit from graduate coursework into this program.

This form must be returned in order for your transcripts to be evaluated.

The following steps provide applicants the opportunity to receive an UNOFFICIAL transcript review from the Graduate Admission Office. This UNOFFICIAL review can be used to determine transfer credits you may receive for coursework completed at another university/college.

NOTICE: This process is only available for applicants who can provide readable copies of transcripts. All applicants are still required to submit official, sealed transcripts from all universities and colleges attended. Actual credit for courses will not be awarded until your official, sealed transcripts are received, and you are fully admitted to the college. Concordia University-Saint Paul accepts a maximum of 50% of a program's total graduate level course credits (not including credits for internships/experience hours) to be transferred into the Ed.S. and Ed.D programs. Courses transferred in must be at a post-master's degree level and have been completed within the past 7 years. Transfer credits cannot have been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the Director of Credentialing.

1 You must submit an Application for Graduate Admission to reserve your seat for the off-campus program of your choice. (See page 3-4 of this packet)

2 Submit a copy of your transcript(s) or official, sealed transcript(s)

3 Please complete the information and the Transfer Courses Grid below.

Note: A course description or syllabus MUST be provided for each course you wish to transfer. An incomplete form or failure to provide required documents will result in delay or denial of credit transfer requests.

Full Name _____ First _____ Last _____ Middle

Address _____ Street _____ City _____ State _____ Zip Code

Home Phone ( ) **Work Phone** ( ) **Cell Phone** ( )

Email Address: _____

Degree Program _____ **Location** _____ **Start Date** _____

Requirement		Substitution Requested			
Course Name & Number	Credits	Course Name & Number	School Transferred From:	Credits	Grade

Rationale for substitution _____

Advisor Signature	_____	**Date**	_____	**Approved**	_____	**Denied** _____
Department Chair/Coordinator	_____	**Date**	_____	**Approved**	_____	**Denied** _____
Substitution Recorded	_____	**Date**	_____	**Approved**	_____	**Denied** _____
Director of Credentialing	_____	**Date**	_____	**Approved**	_____	**Denied** _____

Mail or fax this form along with a course description or syllabus for any courses that you would like considered for transfer credit to:

Concordia University - Saint Paul
Office of Graduate Admission
1282 Concordia Avenue
St. Paul, MN 55104

(651) 603-6320

Educational Specialist program students please write a statement (1-2 pages typed) covering your employment history and long-term academic and professional goals. Those seeking admission into the Doctorate in Education (Ed.D.) program should submit a Master's level writing sample. A sample of work from a previous Ed.S or Master's program will be acceptable.

> **Note:** Please provide typewritten statement. **(You do not need to use this form for your statement).**

....

Fax or mail your Essay to:

Concordia University - Saint Paul
Office of Graduate Admission
1282 Concordia Avenue
St. Paul, MN 55104

(800) 504-7618

drajcevic@graduateprogram.org

For

Experienced educators with at least three years of teaching experience who **currently hold a Master's degree and a valid MN teaching license** and who wish to become licensed as a principal or superintendent in the state of Minnesota while earning a post-graduate degree. *Note: An alternative path is available for non-licensed teachers.*

What you Learn

The Educational Specialist degree is designed to provide Minnesota schools with the highest possible quality principals and superintendents. The goals of this program include the licensure of graduates with the academic and moral standards that epitomize the values of Concordia University.

How you Learn

Online Format: This program is an online cohort. In general, you will finish one 3 credit hour course every 7 weeks. Face to face meetings are not required; however, a weekly one hour synchronous audio/visual chat is required. You will still complete one 3 credit course every 7 weeks.

Career Outcomes

At completion of the program as outlined below, you will earn an Educational Specialist degree and be eligible for licensure in the state of Minnesota as a K-12 principal or superintendent.

Degree Requirements

Ed.S. Degree - Principal Licensure		
EDU 7001	School Leadership: Foundations I	3
EDU 7002	School Leadership: Foundations II	3
EDU 7003	School Leadership for All Learners	3
EDU 7004	School Leadership for Instruction and Learning	3
EDU 7005	Organizational Leadership and Management for School Leaders	3
EDU 7006	Strategic Advancement for School Leaders	3
EDU 7007	Leadership of a Learning Organization	3
EDU7008	Ethical and Legal School Leadership	3
ED 7009	Elementary Level Internship	2
ED 7010	Middle Level Internship	2
ED 7011	Secondary Level Internship	2
	Digital Portfolio & Situational Observation	0
	Total Credit Hours:	**30**

Non Licensed Teachers Only:	
ED7013 - Teaching Internship	4
Total Credit Hours for Non-Licensed Teachers:	**34**

Ed.S. Degree - Superintendent Licensure		
EDSU 7001	District Leadership: Foundations I	3
EDSU 7002	District Leadership: Foundations II	3
EDSU 7003	District Leadership for All Learners	3
EDSU 7004	District Leadership for Instruction and Learning	3
EDSU 7005	Organizational Leadership and Management for School Leaders	3
EDSU 7006	Strategic Advancement for District Leaders	3
EDSU 7007	District Leadership of a Learning Organization	3
EDSU 7008	Ethical and Legal District Leadership	3
ED 7039	Superintendent Internship	6
	Digital Portfolio & Situational Observation	0
	Total Credit Hours:	**30**

Note: Course descriptions for the courses listed above can be found on Pages 12 & 13. This is not an official schedule and your cohort may take these courses in a different order.

Doctorate in Education

For

Experienced educators seeking to further their knowledge in the field of educational leadership for the application of appropriate and specific practices, the generation of new knowledge, and for the stewardship of the profession.

What you Learn

The Doctorate in Education (Ed.D.) is for experienced educators seeking to further their knowledge in educational leadership for the application of appropriate and specific practices, the generation of new knowledge, the advancement of equity, and for the stewardship of the profession. Through successful completion of coursework, research experiences, and a dissertation, completers demonstrate enhanced leadership skills and abilities. The completed dissertation is the culmination of the program and ensures the leader has the ability to analyze, reflect on, and assess data; evaluate and produce research; and design and communicate solutions using exemplary critical thinking.

How you Learn

Online Format: This program is an online cohort. In general, you will finish one 3 credit hour course every 7 weeks. Face to face meetings are not required; however, a weekly one hour synchronous audio/visual chat is required. You will still complete one 3 credit course every 7 weeks.

Career Outcomes

At completion of the program as outlined below, you will earn a Doctorate in Education. Professionally, you will be referred to as a Doctor of Education and your signature line may include Ed.D. after your name.

Degree Requirements

Doctorate in Education		
ED 7040	Leadership and Scholarship I	3
ED 7041	Leadership and Scholarship II	3
ED 7046	Leadership and Scholarship III	3
ED 7048	Organizational Theory	3
ED 7047	Influences and Assessment of Public Policy	3
ED 7063	Leading Learning	3
ED 7080	Residency I: Leadership and Problems of Practice	3
ED 7065	Data and Quantitative Analysis	3
ED 7067	Organizational Research Management	3
ED 7068	Solutions Based Leadership	3
ED 7069	Strategic Advancement	3
ED 7090	Leadership and Scholarship Coaching	2
ED 7070	Ethical Leadership	3
ED 7081	Residency II: Dissertation Preparation	3
ED 7081	Research Development	3
ED 7083	Qualitative Research Methods	3
ED 7084	Research Design	3
DIS 7001	Dissertation I	3
DIS 7002	Dissertation II	2
DIS 7003	Dissertation III	3
DIS 7004	Dissertation IV	3
DIS 7005	Dissertation V	3
	Total Hours:	**64**

Note: Course descriptions for the courses listed above can be found on Page 14. This is not an official schedule and your cohort may take these courses in a different order.
A 1-week on campus residency is required during summers of the 2nd and 3rd years.

EDU 7001 School Leadership: Foundations I - The first of two courses designed to help students focus on recognizing their leadership mission and values and on developing an understanding of school and school district organization and leadership approaches and theory.

EDU 7002 School Leadership: Foundations II- The second of two courses designed to help students focus on recognizing their leadership mission and values and on developing an understanding of school and school district organization and leadership approaches and theory.

EDU 7003 School Leadership for All Learners - Students develop the leadership skills to promote, design, and monitor systems that provide equitable and positive learning environments for all learners. The effects of mental health conditions, physical health conditions, and trauma on the learning environment are examined.

EDU 7004 School Leadership for Instruction and Learning - Students develop the leadership skills for becoming an instructional change agent and they further their understanding of curriculum, assessment, and instructional practice.

EDU 7005 Organizational Leadership and Management for School Leaders - Students develop the skills to align the resources of talent, funds, space, and time with the organization's mission. Leadership approaches to maximize an organization's available resources are explored.

ED 7006 Legal Issues for Principals - This course examines the reality of legal issues that the everyday principal must face nearly every day of the school year. The focus is on local, state, and national legal principles and issues related to students and employees. Individual rights and responsibilities related to the legal process, structure of the law, legislation, litigation, and current legal issues are examined in detail.

EDU 7006 Strategic Advancement for School Leaders - Students develop the ability to champion an organization's strategic priorities through data gathering, direction, planning, and decision-making. They demonstrate their ability to design and implement strategic planning that involves input, output, and outcomes.

EDU 7007 Leadership of a Learning Organization - Students improve their ability to lead continuous improvement, increase stakeholder engagement, and develop branding and marketing strategies. They demonstrate their ability to generate and respond to audiences appropriately using traditional and emerging forms of media.

EDU 7008 Ethical and Legal School Leadership - Students examine school district policy, state and federal laws, and legal issues affecting schools and school systems. They analyze the importance of leadership defined by ethical beliefs and values of self, society, and one's organization while demonstrating their ability to balance complex community demands in ethical decision making to serve the best interests of all learners.

ED 7009 Elementary Level Internship - In this course, candidates for a Minnesota K-12 Principal License apply learned knowledge and skills in a leadership experience at the elementary level under the supervision of a licensed principal and university supervisor. The experience fulfills a portion of the eligibility requirements established by the State of Minnesota in Administrator Rule 3512 Program Requirements for all Administrator Licenses.

ED 7010 Middle Level Internship - In this course, candidates for a Minnesota K-12 Principal License apply learned knowledge and skills in a leadership experience at the middle level under the supervision of a licensed principal and university supervisor. The experience fulfills a portion of the eligibility requirements established by the State of Minnesota in Administrator Rule 3512 Program Requirements for all Administrator Licenses.

ED 7011 Secondary Level Internship - In this course, candidates for a Minnesota K-12 Principal License apply learned knowledge and skills in a leadership experience at the secondary level under the supervision of a licensed principal and university supervisor. The experience fulfills a portion of the eligibility requirements established by the State of Minnesota in Administrator Rule 3512 Program Requirements for all Administrator Licenses.

ED7013 Teaching Internship - For educators without three (3) years of classroom experience.

EDSU 7001 District Leadership: Foundations I - The first of two courses designed to help students focus on recognizing their leadership mission and values and on developing an understanding of school district organization and leadership approaches and theory.

EDSU 7002 District Leadership: Foundations II - The second of two courses designed to help students focus on recognizing their leadership mission and values and on developing an understanding of school district organization and leadership approaches and theory.

EDSU 7003 District Leadership for All Learners - Students develop the leadership skills to promote, design, and monitor systems that provide equitable and positive learning environments for all district learners. The effects of mental health conditions, physical health conditions, and trauma on the learning environment are examined.

EDSU 7004 District Leadership for Instruction and Learning - Students develop the leadership skills for becoming an instructional change agent and they further their understanding of district-level curriculum, assessment, and instructional practice.

EDSU 7005 Organizational Leadership and Management for District Leaders - Students develop the skills to align the resources of talent, funds, space, and time with the organization's mission. Leadership approaches to maximize an organization's available resources are explored.

EDSU 7006 Strategic Advancement for District Leaders - Students develop the ability to champion an organization's strategic priorities through data gathering, direction, planning, and decision-making. They demonstrate their ability to design and implement strategic planning that involves input, output, and outcomes.

EDSU 7007 District Leadership of a Learning Organization - Students improve their ability to lead continuous improvement, increase stakeholder engagement, and develop branding and marketing strategies. They demonstrate their ability to generate and respond to audiences appropriately using traditional and emerging forms of media.

EDSU 7008 Ethical and Legal District Leadership - Students examine school district policy, state and federal laws, and legal issues affecting schools and school systems. They analyze the importance of leadership defined by ethical beliefs and values of self, society, and one's organization while demonstrating their ability to balance complex community demands in ethical decision making to serve the best interests of all district learners.

ED 7039 Superintendent Internship - In this course, candidates for a Minnesota District Superintendent License apply learned knowledge and skills in a leadership experience at a university-approved school under the supervision of a university–approved onsite mentor and university supervisor. The experience fulfills a portion of the eligibility requirements established by the State of Minnesota in Administrator Rule 3512 Program Requirements for all Administrator Licenses.

Digital Portfolio & Situational Observation Interview - Meets requirements & expectations outlined in Minnesota Administrator Rule 3512.0400, Subp.3.

ED 7040 Leadership and Scholarship I- This is the first in a three course series designed to equip students with the knowledge and skills necessary for successful study at the doctoral level. Students focus on recognizing their leadership mission and values and develop their skills to analyze scholarly literature to advance their academic writing.

ED 7041 Leadership and Scholarship II- This is the second in a three course series designed to equip students with the knowledge and skills necessary for successful study at the doctoral level. Students focus on recognizing their leadership mission and values and develop their skills to find, interpret, and critically analyze scholarly literature according to epistemology and methodology in order to advance their scholarship and leadership.

ED 7046 Leadership and Scholarship III- This is the third in a three course series designed to equip students with the knowledge and skills necessary for successful study at the doctoral level. Students focus on recognizing their leadership mission and values and develop their skills to find, interpret, and critically analyze scholarly literature according to epistemology and methodology in order to advance their scholarship and leadership. A literature review is required.

ED 7048 Organizational Theory- This course provides students with the theoretical perspectives and issues of organizational decision-making, communication, and identity. Students engage with the various leadership strategies and approaches of organizational theory and do so by exploring case studies.

ED 7047 Influences and Assessment of Public Policy- This course equips students with the ability to analyze interactions and influences among various policies and organizations. Students learn to analyze power structures and ethics, with a particular emphasis on assessing policy through an equity lens.

ED 7063 Leading Learning- In this course, students examine instructional theory and research to enrich their skills to lead learning in a variety of organizations. Students demonstrate their leadership competencies for advancing a mission-driven community.

ED 7080 Residency I: Leadership and Problems of Practice- This course engages students in a five-day on-campus residency experience to advance their personal equity journey as a leader and to shape their leadership passion into a "problem of practice" for their dissertation. The residency requires learning assignments prior to and following the on-campus time.

ED 7065 Data and Quantitative Analysis- This course equips students to analyze and evaluate quantitative research. They are introduced to a variety of quantitative research designs with a particular emphasis on descriptive statistics and learn about sampling, measurements, and instrumentation.

ED 7067 Organizational Resource Management- This course equips students to align organizational resources of talent, funds, space, and time with the organization's mission. Students explore leadership approaches to maximize an organization's available resources and advances the importance of caring for the employees, including the leader.

ED 7068 Solutions Based Leadership- This course enhances students' abilities to integrate problem solving into a management structure to improve decisions and advance initiatives. Students develop skills to face problems and identify solutions for leaders, teams, and organizations.

ED 7069 Strategic Advancement- This course advances students' ability to champion an organization's strategic priorities through direction, planning, and decision-making. Students demonstrate their ability to design and implement a strategic plan that involves input, output, and outcomes.

ED 7090 Leadership and Scholarship Coaching - This course guides students in their leadership and scholarship performance through coaching sessions. The personalized sessions focus on degree completion and future leadership opportunities. The course is available to students after completion of ED 7041 and prior to completion of ED 7051.

ED 7070 Ethical Leadership- This course is rooted in the mission of Concordia University and focuses on the importance of leadership defined by ethical beliefs and values of self, society, and one's organization. Situational case studies are used to develop moral decision-making skills. Key components of the first chapter of the dissertation are developed.

ED 7081 Residency II: Dissertation Preparation- This course engages students in a five-day on-campus residency experience to advance their scholarly learning through the dissertation. Students complete an outline of their dissertation plan with a focus on methodology and refine their leadership skills focused on equity and servant leadership. The residency requires learning assignments prior to and following the on-campus time.

ED 7082 Research Development- This course assists students in refining their research topics, synthesizing relevant research, and writing a draft of Chapter 2 of their dissertation. Students also draft research questions and examine possible research methods.

ED 7083 Qualitative Research Methods- This course introduces traditional and exploratory processes of qualitative research, and provides students with the critical analysis tools necessary for doing such research. Students develop skills such as sampling, determining authenticity, data collection, and data analysis.

ED 7084 Research Design- This course focuses on research designs and assists students in selecting one in alignment with their proposed research questions. Students advance their understanding of research ethics and data analysis, and draft their dissertation proposal.

DIS 7001 Dissertation I- The first of five dissertation courses. Students further develop the dissertation and complete their comprehensive examination.

DIS 7002 Dissertation II- The second of five dissertation courses. Students complete their dissertation proposal.

DIS 7003 Dissertation III- The third of five dissertation courses. Students begin to collect and analyze the data for their dissertation.

DIS 7004 Dissertation IV- The fourth of five dissertation courses. Students complete the collection and analysis of the data for their dissertation.

DIS 7005 Dissertation V- The fifth of five dissertation courses. Students complete and defend their dissertation.

Thank you for your interest in Concordia University - Saint Paul!

Admissions Requirements

It is in your best interest to complete your admission file as quickly as possible. Your file will be by the Director of Graduate and Degree Completion Admission to determine your graduate school status, generally within 7-10 business days of your graduate admission file becoming complete. Admission to graduate school depends on several factors including a completed application, cumulative GPA, transcripts, and statement of goals. The admission decision is based on the evidence of the candidate's ability to achieve success in a graduate program by the following:

For full admission: A cumulative GPA of 3.25 or better (4.0) scale in master's degree.

For Committee Review: If your cumulative GPA is below 3.25, students must submit complete admissions file for committee review.

If you have any questions regarding your admission status, please feel free to contact us at:

Office of Graduate Admission
Phone: (651) 641-8838
Fax: (651) 603-6320

If you require financial aid, you should start by filing your FAFSA online at **www.fafsa.ed.gov** as soon as possible – please do not wait until you are admitted to start the process. Refer to page 6 or contact our Financial Aid Counselor at **(651) 641-8776** for more information regarding additional financial aid requirements.

Transferring Credits

Concordia University-Saint Paul accepts a maximum of 50% of a program's total course credits (not including credits for internships/experience hours) to be transferred into the program. Courses transferred in must be at a post-master's degree level and have been completed within the past 7 years. Transfer credits cannot have been counted towards a previous degree, and must take the place of a course in the cohort sequence, as determined by the Director of Credentialing. To request a transcript review for transfer credits, please see page 8.

Concordia University - Saint Paul Tuition Information

The Spring 2021 cohort tuition rate is $415 per credit hour for this Ed.S. program, and $615 for the Ed.D. program. This rate is guaranteed not to increase over your time in the program, contingent upon continued enrollment throughout the program. We reserve the right to offer different tuition rates or change the prices of other programs

Cohort Information

Although our off-campus classes are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times, format and/or locations due to any extenuating circumstances These programs are dependent on the registration of at least 12 students and University policy strictly limits enrollment to 15 students in each cohort.

Ordering Textbooks

Books will be available to order 3-4 weeks prior to your class start date. A list of specific course textbooks can be found at: **https://csp.bncollege.com/shop/csp/home** or by calling **(651) 603-6310**. Please note: books cannot be shipped to P.O. boxes.

Online Cohort Students

All students participating in an online or blended cohort program must have access to a webcam, internal (PC) speaker systems and head sets.

Important Contact Information

Graduate Information Office	Dana Rajcevic	(612) 806-0684	**drajcevic@graduateprogram.org**
Financial Aid & Billing		(651) 641-8776	**gradfa@csp.edu**
Admissions Office		(651) 641-8838	