

**HIGHER & POSTSECONDARY EDUCATION  
Doctor of Education (EdD)**

**International Executive Doctoral Program in Higher  
Education Administration (IEDP)**

**Frequently Asked Questions**

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**ADMISSIONS**

**General questions**

**Q. What are the admissions requirements?**

**A.** Applicants to this program must complete a two-part application process. Each has its own set of requirements. One part is an online application to the Graduate College. The other part is an application to the Division of Advanced Studies in Educational Policy, Leadership and Curriculum in the Mary Lou Fulton Institute and Graduate School of Education. The direct link to the Graduate College application is <https://sec.was.asu.edu/dgsadmissions/Index.jsp>.

We are currently accepting applications for cohort to begin Fall 2010, Tempe (Main) Campus. The program plan code for this program of study is

Higher and Postsecondary Education (EdD) (EDPOSTEDD).

**Q. What are the important deadlines?**

**A.** Division applications are available as of December 5, 2009. Applications to the Graduate College and to the Division of Advanced Studies in Educational Policy, Leadership and Curriculum may be submitted until March 1, 2010.

TOEFL score reports must be received by the Graduate College before March 1, 2010.

GRE score reports should be received the Division of Advanced Studies in Educational Policy, Leadership and Curriculum no later than March 1, 2010. These are hard and fast timelines. They cannot be extended. Please plan accordingly.

**Q. Are the participants in this program selected by their sponsoring institution or by ASU?**

**A.** The sponsoring institution may nominate those participants they wish to sponsor but everyone must meet the entrance requirements set by ASU. ASU professors will determine course and attendance requirements as well as the use of English or Spanish in the course, module or other learning experience.

**Q. I applied for admission to ASU once before. Can I reuse that application?**

**A.** No. Applications for admission to the Graduate College are normally good only for the semester for which the application is made. A student may, with the recommendation of the degree program, defer his/her initial semester and year of admission to the next semester in which the program is admitting students. No further deferrals are allowed.

The Graduate College does not keep applicant records (for example, letters of recommendation, transcripts) for more than one year following initial application for admission. After one year, applicant records are purged from the Graduate College files.

Further, the Graduate College has specific English proficiency requirements that must be satisfied. These requirements are available online at <http://graduate.asu.edu/admissions/international.html#proficiency>. TOEFL score reports for test administrations before the dates indicated on the Graduate College website will not be accepted. Applicants must submit a more recent score report.

## Testing questions

### GRE

**Q. What is the minimum score requirement for the Graduate Record Exam (GRE)?**

**A.** The Division of Advanced Studies in Educational Policy, Leadership and Curriculum requires that all students take the Graduate Record Exam. Your score on this exam is one of a number of factors considered by the admissions committee. There is no minimum score requirement.

**Q. Where do I send the score report for the Graduate Record Exam (GRE)?**

**A.** It is important that you designate that your score for the Graduate Record Exam (GRE) be sent to the Division of Educational Leadership and Policy Studies, Mary Lou Fulton Institute and Graduate School of Education. **The institutional code for score reporting purposes is 4007.**

### English Proficiency

**Q. Are the TOEFL or the IELTS the only way to demonstrate English proficiency?**

**A.** According to the Graduate College, which is the unit at ASU that governs policy on graduate programs, there are a variety of pathways to demonstrating English language proficiency for graduate study:

- You must provide evidence of English proficiency as indicated by acceptable scores on the TOEFL or IELTS as follows:
  - The minimum TOEFL requirement is 550 (PBT) or 80 (iBT).
  - The minimum IELTS is an overall band score of 6.5 with no individual band below a 6.0.
- If you have studied at a regionally accredited college or university in the United States and have met one of the following conditions, you do not need to submit evidence of English proficiency:
  - earned a bachelor's degree or higher

- completed a minimum of 12 semester hours of graduate level study with a cumulative graduate GPA of 3.00 or higher
- completed at least 90 undergraduate semester credit hours with a cumulative GPA of 3.00 or higher
- completed the American English and Culture Program at ASU with an Advanced Level II with grades of B or better and have the recommendation of the Director of the AECF

If you choose to demonstrate English proficiency via the TOEFL or IELTS, your exam results must be recent:

<b>Application Semester</b>	<b>English Proficiency Test must be taken after the date shown below</b>
Fall 2010	August 1, 2008
Spring 2010	January 1, 2008
Summer 2010	June 1, 2008

TOEFL and IELTS scores are only valid if taken after the date shown above. Applications will not be processed without valid evidence of English proficiency.

The TOEFL is administered by TOEFL/TSE Services, PO Box 6151, Princeton, NJ, 08541-6151, USA. Information is available on the internet at [www.toefl.org](http://www.toefl.org) or by email at [toefl@ets.org](mailto:toefl@ets.org). **ASU's institutional code is 4007 for purposes of submitting the report of your score to the Graduate College.**

The IELTS is administered by the University of Cambridge, ESOL Examinations, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom. Information is available on the internet at [www.ielts.org](http://www.ielts.org). **There is no institutional code for IELTS.**

*There are no exceptions to satisfying the English proficiency requirement. This is a university requirement over which the Mary Lou Fulton College of Education has no control.*

*If you do not demonstrate sufficiently high English language proficiency to satisfy this requirement, you will not be admitted to the program as a matriculated student.*

*For the most recent information about English proficiency and other Graduate College requirements, consult directly with the Graduate College website: <http://graduate.asu.edu/admissions/>.*

**Q. May I take courses in the program before I am formally accepted into the program?**

**A.** If your English language proficiency is the only obstacle to admission in the program, you may take up to a maximum of the first 12 credits of this program on a non-degree basis. If your cumulative graduate grade point average is 3.0 or higher in these 12 credits, you will satisfy the English proficiency requirement and be eligible for admission into the program as a matriculated student. If you do not satisfy this requirement, regrettably, you will not be permitted to continue with this cohort.

Whether you are enrolled in degree- or non-degree status, standard tuition and fees will apply.

There will be a limited number of slots under this option. Petitions for non-degree enrollment will be handled on a case-by-case basis.

**Q. I have already taken less than 12 graduate credits in a regionally accredited college or university in the United States. May I substitute any of these credits for the first 12 credits of this doctoral program for the purpose of satisfying the English proficiency requirement?**

**A.** Yes, as long as the coursework was completed in the last three years. In this case, the cumulative graduate grade point average would be based on 12 credits distributed between courses taken outside of this doctoral program and courses taken under non-degree status in the program. If you are successful in this option, you could accelerate your admission to the program as a matriculated student. If you are unsuccessful, regrettably, you will not be permitted to continue with this cohort. Be aware however, that outside credits may be used only to satisfy the English proficiency requirement and cannot be used to satisfy other program requirements.

Whether you are enrolled in degree- or non-degree status, standard tuition and fees will apply.

Petitions for non-degree enrollment under this option will be handled on a case-by-case basis and will be limited.

**Q. My employer administers an institutional TOEFL exam. Can I take an institutional TOEFL exam and submit those results as part of my application?**

**A.** No. The institutional TOEFL is for purposes internal to your institution. While it may be used to for the purposes of admission to your institution, it may not be used for admissions purposes to other institutions because of agreements between your institution and TOEFL/TSE. The American English and Culture Program (AECF) at ASU administers an institutional TOEFL that can be used for admissions purposes to this program. Contact AECF for more information on their requirements. Their website is at <http://www.asu.edu/aecp/index.html>.

## Visas

**Q. What are the student visa requirements for this program?**

**A.** For the initial cohort, all instructional aspects of the program will take place outside of the United States. For that reason, there is no student visa requirement for participation in this program.

**Q. Do I have to provide a financial guarantee statement?**

**A.** No. Since there is no student visa requirement, the financial guarantee requirement does not apply.

**Q. What are the immunization requirements?**

**A.** The Measles vaccine (MMR) is the only required vaccination at ASU. This requirement is waived, upon request, for online students.

ASU health services also strongly recommends immunization against meningococcal meningitis and pertussis. This recommendation is not a requirement, and no waiver is necessary.

## Application technical questions

**Q.** I tried to email my application to [execdoc@asu.edu](mailto:execdoc@asu.edu) but my email service indicated that the transmission failed. What do I do?

**Q.** One of my references tried to email a completed recommendation form to [execdoc@asu.edu](mailto:execdoc@asu.edu), but the message delivery failed. What should my reference do?

**A.** The answer to both of these questions is: try again. If it fails a second time, please send an email to [execdoc@asu.edu](mailto:execdoc@asu.edu) to explain this problem.

## PROGRAM

**Q.** How will the Spanish language be used in this program?

**A.** Because of its binational character, the program will use Spanish in various ways. The professional statement required as part of the admissions application to the program may be written in either language although it is recommended that it be submitted in English. Instructors may elect to teach courses, modules and other learning experiences either in English, Spanish or bilingually. This choice will be announced on the program website and/or in the Blackboard for a given course or module. The culmination project, which is the equivalent of a dissertation in other Ed.D. programs, may also be written in either language. The use of Spanish in the program does not obviate instances where the English language may be required. One example of this is the requirement of a 25 page summary of the culmination project which is to be filed with University Microfilms and which must be written in English.

**Q.** What will be expected in the hybrid courses?

**A.** Students will be expected to attend two weekend-long face-to-face meetings in Mexico with the faculty of record for each hybrid course. The first meeting will normally occur at the beginning of the course. The second will take place at the faculty member's discretion later in the course. The bulk of the remaining course activities will be carried out asynchronously using a variety of Internet tools. Students will be expected to devote at least 45 hours for each hybrid course to discussion of assigned readings and

participation in online and face-to-face discussion. Thirty (30) of the 45 hours will normally be conducted face-to-face, and the remaining 15 hours will take place online. Students will also be expected to complete additional assignments in each hybrid course. Expect to devote an additional 90 hours per course to these assignments. For example, for a 15-week course schedule, expect to devote 7 hours per week to course activities. For a course that is compressed over an 8-week schedule, expect to devote approximately 14 hours per week to course-related activities.

**Q. What will be expected in the winter sessions?**

**A.** All students will be expected to participate in a one- to two-week long winter session each year, during which activities that must be conducted face-to-face will take place. This includes, but is not limited to academic advisement with program faculty, culminating project proposal development, and student presentations. There will also be an invited speaker who will present on a relevant aspect of higher education administration and leadership and on which students will reflect through a variety of activities during and subsequent to the winter sessions.

**Q. What will be expected in the summer sessions?**

**A.** Week-long summer sessions will be similar to winter sessions as an intensive experience and place for academic advisement, culminating project development, and student-led presentations. They will focus more heavily on individual and small group advisement and consultation than the winter sessions.

**Q. What purpose will the portfolio serve?**

**A.** The electronic portfolio will be a repository and showcase of all of a student's work over the course of his or her entire program of study. Students will include artifacts of their work in their portfolios. Portfolio contents will be accessible to program faculty for the duration of the program of study. Program faculty will examine the portfolio for evidence of growth over the course of study, as well as for evidence of achievement of competencies through coursework, independent and guided research, and other learning activities.

**Q. What is a culmination project? How does it differ from a dissertation?**

**A.** The culmination project is a report on an action research project that each student will be expected to complete over the course of this 48-month program of study. It differs from a dissertation in that the research problem will be developed earlier in the program of study and will relate to a problem of practice in higher education administration

leadership that the student is encountering on his or her campus on the job. The culminating project will be no less demanding than a dissertation in that it will be expected to be a well-organized and well-documented report that includes a clearly stated research question, a review of the research literature on this problem, a thorough description of and rationale for the action research methodology selected for this study, a presentation and analysis of the data, discussion of implications, and conclusion.

## **Q. What technologies will be used in the program?**

**A.** Blackboard course management system will be the core technology for hybrid course management. Professors will augment the Blackboard system with additional technologies to improve communication and participation. Additional web-based tools may include but are not limited to social networking tools, such as Facebook or other web-based tools, such as blogs or wikis. Faculty will keep office hours by phone or online conferencing tools such as Skype, as well as by email. In-person office hours will be available during winter and summer sessions and when faculty are in Mexico for hybrid courses.

## **CONTACT INFORMATION**

### **Q. Who do I contact about... A.**

#### **Application procedures**

Sarah Houston  
[sarah.houston@asu.edu](mailto:sarah.houston@asu.edu)  
480.965.6138

#### **Curriculum questions**

Josué González  
[josue@asu.edu](mailto:josue@asu.edu)  
480.965.7134

#### **General questions**

#### **Other questions**

General email box  
[execdoc@asu.edu](mailto:execdoc@asu.edu)  
*More than one person monitors this email address.*

#### **Course specific questions**

Contact the professor of record.