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**Educational Leadership and Policy Studies (ELPS) Master of Arts/Certificate:  
Ritchie Program for School Leaders: Executive Leadership for Successful Schools with Adams County and  
Northern Colorado Schools**

The Ritchie Program for School Leaders: Executive Leadership for Successful Schools (Ritchie ELSS), in partnership with Adams County and Northern Colorado School Districts, provides educators in these districts with the opportunity to earn a license to become a principal in the state of Colorado. This cohort-based program is taught by DU faculty and professionals from Adams County and Northern Colorado School Districts in a blended learning format: interactive online study, weekend workshops, monthly evening seminars, and varied field experiences. For more information about this program, please contact Educational Leadership and Policy Studies faculty member, Dr. Ellen Miller-Brown at [ellen.miller-brown@du.edu](mailto:ellen.miller-brown@du.edu).

**Application Deadlines for Summer 2022**

**Priority 1 Deadline: December 1, 2021**

**Priority 2 Deadline: February 5, 2022**

**Priority 3 Deadline: April 15, 2022**

**\*Applications will continue to be accepted on a space availability basis\***

**PREREQUISITE REQUIREMENTS**

- You must have graduated with a bachelor's degree from an accredited university prior to beginning the program.

**APPLICATION REQUIREMENTS**

**All items listed below must be completed and included as part of your application.  
The Admissions Committee will not review incomplete applications.**

- Online Application for Graduate Admission
- Statement of Professional Goals
- Current Vita/Resume
- One (1) transcript from each college/university where at least 1 credit has been earned, sent directly to the Office of Graduate Admissions. This can be an unofficial copy; however, if admitted you must submit an official copy from each college/university by the *first day of classes*.
  - This may include transcripts from community colleges, study abroad experiences, transfer institutions, non-degree coursework, and military transcripts.
- 2 Letters of Recommendation (uploaded by recommenders)
- \$65 Application Fee

**If you have any questions, please email [mce@du.edu](mailto:mce@du.edu).**

## **ONLINE APPLICATION**

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The University of Denver (DU) Application is submitted electronically.

- The online application is available at: [gradadmissions.du.edu/apply](https://gradadmissions.du.edu/apply)

### **APPLICATION MANAGEMENT**

- Create an account to start a new application.
  - Please make note of your login information, as you will use this to track your application status.
- Click “**Start New Application**”
- Select an application type: “**All Available Start Terms,**” then “**Degrees and Certificates**”
- Click “**Create Application**”

### **PERSONAL BACKGROUND**

- Please complete all required areas.

### **IMMIGRATION AND VISA INFORMATION**

- Please complete all required areas, if applicable.

### **PROGRAM INFORMATION**

- **College or School:** Morgridge College of Education
- **Area of Study:** Educational Leadership and Policy Studies
- **Program:** Graduate Certificate **or** MA, Adams County Cohort
- **Start Date:** Summer Quarter 2022
- Please answer the required questions within this section.

### **MORGRIDGE COLLEGE OF EDUCATION**

You will be prompted to upload your written statements and resume.

#### **STATEMENT OF PROFESSIONAL GOALS**

In a maximum of **two** pages, typed, and double-spaced statement, please answer the following question:

- Why do you desire to be an educational leader and change agent in schools, and how will your leadership make a difference?

This statement will be evaluated using the following criteria:

- Ability to clearly articulate your values and beliefs about leadership
- Ability to clearly articulate the skills that will allow you to lead and positively impact student achievement.

Upload this document under “Personal Statement.”

#### **CURRENT RESUME/CV**

- Please detail educational, professional and volunteer experiences within your resume/CV.

### **FINANCIAL AID**

- We encourage you to complete the Free Application for Federal Student Aid (FAFSA) by the February 15<sup>th</sup> priority deadline.

### **AFFILIATIONS**

- Please complete all required areas, if applicable.

## **ACADEMIC RECORD**

Please provide complete details for all academic certificates and degrees received.

### **TRANSCRIPTS**

- You will be required to submit one (1) copy of unofficial or official transcripts from all colleges/universities attended.
- Unofficial transcripts can be uploaded to your application as a scanned copy or a downloaded version of your transcripts in PDF format from every college or university where you have attempted *or* received college credit. Transcripts must include:
  - Student name
  - Institution name
  - Dates of attendance
  - Course names, numbers, credits, and grades received
  - Degree title and conferral date, if applicable
- Upon admission to the program, each applicant must provide one (1) copy of official transcripts (signed and sealed) from all colleges/universities attended to the following address:

University of Denver  
Office of Graduate Admissions  
Mary Reed Building, Room 5  
2199 S. University Blvd  
Denver, CO 80208-4802

If transcripts are sent electronically via Parchment or Ellucian, please have them sent them to [gradinfo@du.edu](mailto:gradinfo@du.edu).

## **ENGLISH LANGUAGE PROFICIENCY**

- Please complete all required areas, if applicable.

## **TEST SCORES**

- The GRE is **NOT** required.

## **RECOMMENDATIONS**

- Each applicant will be asked to provide the names and email addresses of two (2) recommenders on their online application. One academic and one professional reference is *preferred*, but not required.
- An email requesting a letter of recommendation will be sent to your references upon entering their contact information. Your references will be required to submit their recommendations online.

## **REQUIRED SUPPLEMENTAL INFORMATION**

- Please answer the required questions in this section.

## **SIGNATURE AND REVIEW**

- Please electronically sign your name, and review the information included within your application. Click Submit.

## **APPLICATION PAYMENT**

- Pay your \$65 application fee.
  - McNair Scholars may request an application fee waiver by submitting proof to [gradinfo@du.edu](mailto:gradinfo@du.edu).

## **NEXT STEPS IN THE ADMISSIONS PROCESS**

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To view outstanding documents (i.e. letters of recommendation, transcripts, etc.) and admission decisions, please check your Application Status Page by logging in with your email address and password.

After reviewing your application and all supplemental documents, the Morgridge College of Education will invite qualified applicants to participate in an academic interview. If selected, you will be notified via email. \*

\*Please ensure that the email address you provided within your application is one that you check frequently.

## **REQUIREMENTS FOR INTERNATIONAL APPLICANTS**

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International applicants, or applicants who do not hold a degree from an institution where English was the primary language of instruction, you may be required to provide additional application requirements, which are outlined below:

- ❑ Proof of English Proficiency by submitting passing TOEFL, IELTS, or CAE scores
  - Minimum TOEFL Score: 80 (iBT) or 550 (paper-based)
  - Minimum IELTS Score: 6.5
  - Minimum CAE Score: 169
  - For information about exceptions, please view the Admission Requirements for International Applicants webpage  
[www.du.edu/admission-aid/graduate/international/admission-requirements](http://www.du.edu/admission-aid/graduate/international/admission-requirements)

It is strongly encouraged that you submit all application materials at least 14 business days in advance of a priority deadline to allow enough time for your application to be evaluated by the Office of International Admission.

If admitted, you will be required to submit additional documents to complete the internationalization process to receive your visa. Please refer to International Student & Scholar Services for information and questions about this process at [www.du.edu/iss](http://www.du.edu/iss).