



Admissions

The Mid-Career Doctoral Program seeks a diverse group of participants, but one that shares both a record of accomplishment in school leadership and the potential to use the program as a springboard to even more significant achievements.

WHO SHOULD APPLY

The Program seeks educational leaders deeply committed to enhancing the learning opportunities for all our children. Candidates need to bring strong academic preparation, including a master's degree, along with at least 3 years of educational leadership experience. Successful candidates will demonstrate the willingness and ability to commit to an intensive academic program while continuing their professional life. We encourage interested candidates to explore the program thoroughly through public information sessions, online events, and discussion with program staff.

Students complete a minimum of 27 CUs at Penn. Participants pay a single price for the program, which includes all tuition and fees, housing, books, technology access, materials, and meals.

INTERNATIONAL APPLICANTS

International Applicants should first consult [Penn GSE's general guidance on international applications](#) located on GSE's main website. The Mid-Career Doctoral Program has additional program-specific requirements.

Application Process

Step 1: Complete the online application form.

All degree applicants must complete an [online application](#). Please be sure to indicate the degree you are seeking and the program in which you wish to study. Our application deadline is February 1st of each year.

Step 2: Complete the essay section.

The online application system supports the electronic submission of the essay section of the application, previously entitled the "statement of purpose." Please answer both of the following questions:

1. "Identify a critical incident in your leadership experiences, an incident occurring at least a year ago but no more than five years ago. Describe the incident, the critical issues it presented, and how you acted. Reflect on lessons you learned from that incident, and describe any ways in which you might analyze or act differently now if a similar incident presented itself." (750- 1,000 words).
2. "How do you see this program furthering your aspirations?" (250-500 words).

Step 3: Submit a copy of your résumé.

The online application system supports the electronic submission of the résumé. Applicants should submit a résumé with details of relevant work and other experiences.

Step 4: Request three letters of recommendation.

The online application system supports the electronic submission of the letters of recommendation. Applicants should request letters of recommendation from three individuals who can speak to your ability to complete the program and to your career potential.

Step 5: Standardized test scores

The GRE is not required for admission to the program; however; the admissions committee reserves the right to request your GRE scores as an additional admissions criteria.

Step 6: Collect all academic transcripts.

Admission requires satisfactory completion of a baccalaureate and master's degree at an accredited U.S. university or its equivalent. Arrange for official academic transcripts from all higher education institutions you have attended, or are currently attending, to be sent to you or directly to Penn GSE. Transcripts must be submitted in a sealed envelope from the school's registrar office in order to be accepted. Transcripts should be mailed to:

Penn Graduate School of Education
Mid-Career Doctoral Program Office of Admissions
University of Pennsylvania Graduate School of Education
3700 Walnut Street
Philadelphia, PA 19104-6216

Step 7: On Campus Interview

All applicants who have submitted an application will be asked to attend an on campus interview. This interview will take place on February 18th, 2017.

Additional Materials

You may elect to submit additional materials that provide direct evidence of you leadership practice, in support of your statement of purpose. This is not required, and the materials will not be returned. We strongly recommend that applicants avoid submitting materials

not clearly linked to their statements. All supplementary materials should be clearly labeled as such when submitted. If you accept our offer of admission, there will be a deposit of \$1000 required to hold your place in the class.

Admissions Decisions are released online and can be viewed through your application account at the end of April. Applicants admitted to the program will be required to attend Orientation on Saturday, June 17th, 2017.

International Applicants

International Applicants should first consult [Penn GSE's general guidance on international applications](#) located on GSE's main website. The Mid-Career Doctoral Program has additional program-specific requirements.

While the program examines a variety of factors in any admission decision, applicants who do not have an undergraduate degree from a university or college where English is the primary language of instruction must take either the TOEFL or the IELTS exam and submit their test scores with their application for admission. The Mid-Career Doctoral Program requires a performance of at least:

- 7.0 on the IELTS, with 7.0 minimum on listening, speaking, and writing; and 6.5 minimum on reading; or
- 100 on the iBT (internet based test) version of the TOEFL, with no section score lower than 24 in reading, listening, and writing, and a 26 or above in speaking.

Scores must be sent directly from ETS (for TOEFL) or from IELTS; self-reported scores will not be accepted.

The program is a linguistically demanding academic program, and there are limited resources for second-language support. In rare cases, outstanding applicants may be considered who would need highly-focused language support in selected technical areas.

Apply Online

The University of Pennsylvania's Graduate School of Education uses a web-based application for all programs. In order to access the application please click [here](#). All applications must be submitted online. When filling out the essay portion of the application we ask that you answer the following two questions:

1. Identify a critical incident in your leadership experiences, an incident occurring at least a year ago but no more than 5 years ago. Describe the incident, the critical issues it presented and how you acted. Reflect on lessons you learned from that incident, and describe any ways in which you might analyze or act differently now if a similar incident presented itself. (750-1000 words)
2. How do you see this program furthering your aspirations? (250-500 words).

The Mid-Career Doctoral Program in Educational Leadership does not require a GRE score.

Please be aware that all applications are processed by our central Admissions office. The Mid-Career Program does not receive applications until after they have been completed by the Admissions office. If you have any questions about your application please contact the Admissions office at 215-898-6415, 1-877-PENNGSE or admissions@gse.upenn.edu.

Tuition & Fees

The tuition for the Mid-Career Doctoral Program is a flat rate and includes in the 2016-2017 academic year is \$16,635 per term (three terms per year) in years 1 and 2 of the program, and \$9,182 per term in year 3, plus fees of \$2,097 per term each year. Housing, parking, meals, snacks, books, and materials are included.

Financial Aid

The Penn Graduate School of Education is committed to helping students meet the costs of receiving an education at the University of Pennsylvania. The Mid-Career Doctoral Program does not offer fellowships at this time, but instead encourages students to pay for the program through a combination of federal and university-sponsored student loan programs, grant support, private scholarship programs, employer support, university payment plans, and personal finances. Mid-Career students qualify as full-time students and, as such, are eligible for the corresponding financial aid resources. Upon completion of the Mid-Career Doctoral Program students may also be eligible for the [Public Service Loan Forgiveness Program](#).

Federal Loan Programs

Direct Loans are offered to students by banks, credit unions, the University of Pennsylvania, and other participating lenders. The loan is guaranteed by the Federal Government, which pays the interest for students who are financially eligible during the

grace period following enrollment and during any authorized deferment. Students must be enrolled at least half-time and show satisfactory progress in a program leading to a degree or certificate. Need is determined by the information supplied on the Free Application for Federal Student Aid (FAFSA) application. A student may borrow up to \$20,500 total every two terms.

For further information on these loan programs and alternative loans please contact the Penn GSE Financial Aid Office at:

215-898-1952

finaid@gse.upenn.edu

For more information about financial aid at the University of Pennsylvania, please visit www.sfs.upenn.edu/home/

Grant Support

While most students fund their studies through a combination of loans, personal resources, and support from their organization, the Mid-Career Program regularly searches for any available grant support.

We are pleased to indicate six potential sources, each annually dependent upon funds available and student match to fund criteria:

- **For students serving in the Philadelphia public schools:** Owing to the generous support of the Kohn Fund, occasionally the Mid-Career Program is able to offer partial support to school leaders in this urban community.
- **For urban public school principals:** Owing to the generous support of the Glosserman Family Urban Education Scholarship Fund, the Mid-Career Program is able to offer partial support to school leaders serving public urban schools. Benefactor preference is for DC Public School principals, but principals in other urban districts will be considered depending upon funds available.
- **For students earlier in their careers and working in "high-leverage" public leadership capacities:** Owing to the generous support of a GSE trustee, occasionally the Mid-Career Program is able to offer partial support to students meeting these funding criteria (more details upon inquiry).
- **PELS scholarship** – The Mid-Career Doctoral Program is pleased to announce a new scholarship grant opportunity for students. Limited funding is available to support those students interested in either building and/or doing research on leadership simulations, or other immersive learning experiences, in support of the Penn Educational Leadership Simulations (PELS) Program. Students who wish to either develop simulations or carry out research on simulations would be eligible to apply for

the funding. Further information about the PELS Program is available at www.gse.upenn.edu/pels.

- **NAESP National Distinguished Principals Scholarship** – The Mid-Career Program, as part of its strategic alliance with the National Association of Elementary School Principals (NAESP), proudly offers a partial scholarship to one qualifying NAESP National Distinguished Principal (NDP) each year. Interested NDP candidates should contact the Program at mcprog@gse.upenn.edu once their application is submitted. *For more info on the NAESP NDPs:* <http://www.naesp.org/national-distinguished-principals-program>
- **Mid-Career Program Fund** – Based on fund availability, the program will provide occasional support to students, particularly from low-resource organizations serving low-income communities.

For more information on grant support please contact us at mcprog@gse.upenn.edu.