



VCU School of Education

[M.Ed. in Educational Leadership](#)

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps for our M.Ed. in Educational Leadership concentrations in [Culturally Responsive Leadership](#), [Higher Education Administration](#), and [Leadership Studies](#). Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu.

Application Deadline: Concentrations in Culturally Responsive Leadership **OR** Higher Education: **Fall start only: April 1 deadline**

Concentration in Leadership Studies semester deadlines: **Spring: Nov. 1; Summer; Mar. 31; Fall: April 1**

Step 1: Create Your Application Account: Go to this website

<https://www.vcu.edu/admissions/apply/graduate/> and below “Graduate Programs”, choose “2024 Applications” then “Application for all other graduate programs”.

Please note, you should apply to the **ONE** program you believe is best suited for your career. [Schedule a 1:1](#) with our Strategic Recruitment team if you have questions about the best concentration for you.

Step 2: Statement of Intent: VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. Depending on the concentration you are applying, there are specific statement of intent prompts. These prompts are listed below, on each concentration sub-page on the website (linked above), and outlined on [this page of our School of Education website](#). All statements should be a maximum of two (2) single spaced pages.

Culturally Responsive Leadership concentration

- Clarify your motivations and goals for pursuing a graduate degree in Culturally Responsive Leadership
- Provide examples from your professional and/or personal experiences that further illustrate your objectives

Higher Education Administration concentration

- Tell us your interest in pursuing an advanced degree in higher education administration
- Talk about current and past roles in leadership and/or your leadership philosophy
- Describe your involvement in higher education and how this program fits into your career goals

Leadership Studies concentration

- This is a program focusing on leadership. What are your reasons for applying to this program and what are the goals you will strive to achieve?
- What evidence do you have that you are an effective educator/leader?
- Describe a situation when you were asked to solve a problem. What did you do? What was the outcome? What did you learn?
- There are numerous reform movements in education. Choose one you are either for or against and explain why.

Step 3: **Academic or Professional References:** The system has an area for you to submit the names and emails of **three letters of reference**. This will send an email directly to the recommenders to fill out a **short survey and upload your letter of recommendation**. Note: You can add a note to suggest areas you would like your reference to highlight to strengthen your application.

Step 4: **Transcripts:** You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. If you have completed a program at VCU, if you have unofficial copies, please upload these to expedite the process, if not, admissions will manually pull your transcripts. Please mail your official transcripts to the following mailing or email address:

Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051 **E-Transcripts:**
gradmail@vcu.edu

Step 5: **Professional CV or Resume:** Include institutions attended including program, work history highlighting leadership experience, professional/community service involvement and any applicable awards and honors.

Step 6: **Submit application fee* and push submit:** You have the option to submit without the application fee yet your application will not be moved forward for review until the application fee is submitted.

**If you are a current VCU student who is eligible for the [RAM Opportunity](#), please do not submit your application fee. The fee will automatically be waived within 2 business days of submitting your application.*

Step 7: **Receiving and accepting your admissions decision:** Your official admissions letter will come from VCU graduate admissions and you will **accept your offer through your VCU admissions online portal**. This will allow the system to create a formal account that will allow you to register.

Step 8: **Review the [Accepted Graduate Student Checklist](#)** that includes creating your VCU email account, working with your advisor on enrollment and registering for appropriate required orientations (VCU Graduate School, School of Education, Global Education), along with other critical next steps as you transition to VCU.

FAQs and Resources

Scheduling and Course Progression

Please see the individual concentration admissions pages to review the draft course progression according to review the progression of courses. This course progression is critical to our ability to support the needs of each incoming student and offer courses each semester that meet the needs of each concentration as our program grows. Given this, we do ask students to follow the progression in order to have balanced enrollment across the time in the program. If you have questions or need to take courses off-sequence, please work with your program coordinator.

Course Modality by Cohort

M.Ed. in Educational Leadership, Post-Master's in Educational Leadership, and Graduate Certificate in Culturally Responsive Leadership: All online courses have synchronous sessions on alternating Tuesdays or Thursdays (check the registration details for dates of your course). A minimum of three synchronous sessions will be held through the semester, and maximum number of sessions is indicated by the dates in the course schedule. Synchronous sessions should be held between 4 p.m. and 8 p.m. and last no more than two hours. Instructors will notify you what time frame classes will be held and which synchronous sessions are required (if not all, so that you can release the rest from your calendar).

When completing the application we will register your preference regarding virtual or face-to-face instructional modalities and will take it into consideration when scheduling courses. However, we cannot currently guarantee that your first choice will be the modality selected for your entire course sequence. We will make decisions regarding course modalities for your incoming class based on the preferences selected by all M.Ed. applicants, including yourself. You will be promptly notified of our decision and can rest assured that we are prioritizing student needs in our decision-making process.

Admissions GPA

VCU Graduate School requires a GPA of 3.0 cumulative or within the last 60 college credits. The School of Education is committed to a holistic admissions review process that includes GPA along with all other application components to make a final decision on admissions.