Missouri Baptist University
Application Checklist for Admission to the Graduate Program
DOCTORATE IN EDUCATION (Ed.D.) in Higher Education Leadership

Admissions Qualifications:
- A Masters degree from an accredited university
- Cumulative grade point average of 3.25 on a 4.0 scale in graduate coursework. A 3.0 GPA must be maintained throughout the course of study.
- Methods of Inquiry I, or its equivalent course completed within the last seven years. Please contact the Ed.D. office, doctorate@mobap.edu, with an unofficial transcript to confirm equivalencies for this course

Application and Supporting Documents:
- Online Application – www.mobap.edu/doctorate
- $50 non-refundable application fee
- Official Transcripts – Include official transcripts from all previously attended colleges, universities, and post secondary institutions which hold regional accreditation, including any courses posted as transfer credit from other institutions. Only transcripts sent directly to Missouri Baptist University Graduate Admissions will be accepted as official copies. Applicants graduating from Missouri Baptist University’s graduate programs do not need to resubmit transcripts that are already on file.
- Three Letters of Recommendation -- Letters should be from individuals who can knowledgeably comment on the applicant’s academic ability, aptitude for scholarly work and potential for success in a doctoral program. Applicants waive the right to disclosure of letters.
- Curriculum Vita (CV) – similar to a resume, but the CV should include a more detailed record of the applicant’s academic background, including teaching experience, degrees, research, awards, publications, presentation, and other professional achievements.
- Professional Statement – Essay should be approximately 500 words explaining what the applicant has done professionally and academically, why the applicant is pursuing a doctoral degree, and how MBU’s doctoral program will help the applicant accomplish future goals.
- Writing Sample -- Throughout doctoral work, the applicant will be expected to engage in scholarly discourse. The writing sample should show evidence of the applicant’s ability to meet this expectation. The ideal submission is a graduate level research paper. Other accepted forms are a grant proposal, a program review, or an executive summary report written in a professional capacity.
- Business Office Master Promissory Note – completed online
- FERPA Information Release – completed online
- Interview with doctoral panel (scheduled after all of the required items are submitted)
- *Applicant may be required to complete a monitored writing sample

Note: Interviews for potential applicants will be scheduled upon completion of admissions file. Applicants will not be considered for admission into the doctoral program until all materials are submitted. An exception may be made for applicants who need financial aid to complete the prerequisite course GRED 543 Methods of Inquiry one semester prior to entry into the doctoral program. In that case, students will be evaluated on a case-by-case basis for provisional admission prior to the interview process. All other documentation must be reviewed before consideration will be given.

ALL REQUIRED APPLICATION MATERIALS MUST BE SUBMITTED BEFORE:
- Your financial aid can be processed or applied.
- You will be admitted into the University.
- Your registration can be moved from unofficial to official status.

Missouri Baptist University / Ed.D. Office / One College Park Drive / St. Louis, MO  63141-8698