

Learning Associate Admission Agreement

Northern Kentucky University Doctor of Education in Educational Leadership

Welcome to NKU's Doctor of Education Program! We are excited to have you join our community of learners. Our goal is to ensure your experience is both enriching and rewarding. As you embark on this journey, it's essential to understand the expectations for successful participation and completion of the program. Please review the following information carefully, and refer to our website at <https://www.nku.edu/edd> for additional details, including the Learning Associate Handbook and resources available to support your success.

Necessary Resources

To facilitate your learning, ensure you have the following resources:

- **Computing Resources:** A reliable computer with high-speed internet access to engage in online platforms (e.g., Zoom, Canvas).
- **Software Requirements:** Access to Microsoft Office (or similar) for word processing, presentations, and spreadsheets. NKU provides Microsoft Office 365 free for faculty, staff, and current students to install on personally owned computers, as well as phones/tablets. Word, Excel, PowerPoint, OneNote, and more are available for offline and online use.
- **Course Materials:** All required texts and materials will be provided or identified at the beginning of each course.

Expectations

As a member of the EdD program, you have responsibilities to your cohort and yourself, which include:

- **Continuous Enrollment:** Maintain enrollment in courses associated with your cohort.
- **Active Participation:** Engage fully in all course work and contribute to a collaborative learning environment.
- **Timely Completion:** Complete all course and program requirements within the allotted time frame (typically within 8 years).
- **Professional Conduct:** Uphold the highest level of professionalism in all program activities.
- **Balance Responsibilities:** Apply effective strategies to balance personal, professional, and academic commitments.

Learning Associates Handbook & Graduate Catalog:

The Learning Associates Handbook serves as the specific guide of all learning associates in the Doctor of Education in Educational Leadership program. The Northern Kentucky University Graduate Catalog serves as the official guide for all students, containing essential information on admissions, tuition and fees, degree requirements, and university policies and procedures. We strongly encourage you to review the handbook and catalog thoroughly, as they provide critical details to help you navigate your academic journey and successfully complete your program. For your reference, the handbook is available [here](#) and the catalog is available [here](#).

Financial Responsibility

Tuition and fees are charged on a per graduate credit basis. For the most current financial information, please consult the Office of Student Account Services at <https://studentaccountservices.nku.edu/h1tion.html>.

Mentorship and Professional Development

We encourage you to engage with faculty and peers to maximize your learning experience. Mentorship opportunities and professional development resources will be made available throughout your program.

Acknowledgment

By signing below, you indicate that you have read and understood the expectations, responsibilities, and requirements of being a learning associate in the EdD Program. Failure to meet these stipulations may result in withdrawal from the program.

Signature of Learning Associate: _____

Date: _____

Signature of Program Director: _____

Date: _____