EDUCATIONAL BENEFITS FOR DOCTORAL PROGRAM – DOL PROCESS

Application process steps:

- March 1 or earlier: The manager of an interested, eligible employee submits a [Employee Nomination for Doctoral Program Form](#). Simultaneously, the employee begins the following initial application steps:
  - Submits an updated resume to gofurther@hood.edu to demonstrate interest in the program. The Doctoral Program Director will offer a preliminary meeting to discuss eligibility.
  - Completes the online [DOL Application](#) **minus** the two letters of recommendation.
  - Provides one of the following admission elements;
    - Standardized test scores (SLLA, GRE, GMAT, or MAT) **OR**
    - Evidence of master's level culminating research experience (capstone project, thesis, field work or action research project) or recent work writing sample.
- March 2 – 15: Graduate School and Human Resources vet nominees for eligibility (see above)
- March 16 – May 1: Senior Team reviews and selects two (2) applicants.
- May 2 – 31: Selected applicants are notified to complete the remainder of their DOL applications.
- June 1 – 15: Graduate School reviews employee applications and finalizes/determines top employee applicant.
- June 16: Announcement to top employee applicant confirming acceptance into the Fall cohort.

Employees not accepted in a given year are required to re-apply in future years.

Date Approved by Senior Team	05/10/2023	**Policy Effective Date**	05/10/2023