

TEXAS SOUTHERN UNIVERSITY
The Graduate School

Application for Admission to the
Doctor of Education Degree Program



OFFICE OF
THE GRADUATE SCHOOL
TEXAS SOUTHERN UNIVERSITY
3100 Cleburne Street
Houston,, Texas 77004
E-mail:graduateadmissions@tsu.edu

TEXAS SOUTHERN UNIVERSITY
3100 Cleburne Street
Houston, Texas 77004
(713) 313-4410

**OFFICE OF THE DEAN
THE GRADUATE SCHOOL**

TO: Doctoral Program Applicants
FROM: Dean, the Graduate School
RE: Admission to the Doctor of Education Program

This is to advise that the completed application for admission to the Doctor of Education Program must be received by the date indicated for the semester in which you plan to enroll.

Before the application can be submitted to a department for review and recommendation, it will be necessary for the completed application package, letters of reference, transcripts and the Graduate Record Examination score to be on file in the office of the Graduate School not later than the date indicated for a particular semester. If the complete application is not received in the Graduate School Office by the date indicated, it cannot be processed for admission for that semester.

Deadline dates for the submission of all completed doctoral applications are:

<u>Application for</u>	<u>Date</u>
Spring Semester	November 1st
Summer Session	March 1st
Fall Semester	July 1 st

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Please read the following instructions for the application form.

A. Information and instructions for all applicants.

Application Fee. Complete the application form and return it with \$50 application fee, which is not refundable. Make payment by Check or Money Order. You must submit a separate application and fee for each program to which you are applying.

The completed application form, supporting documents and inquiries regarding admission or readmission to the Graduate School should be directed via e-mail, mail or in person to the Dean of the Graduate School, Texas Southern University, 3100 Cleburne, Houston, Texas 77004.

E-mail: graduateadmissions@tsu.edu

College Transcripts. Applicants should request that the Registrar of each institution attended send to the Graduate School, Texas Southern University, two (2) copies of their official record. Applications will not be processed until credentials, fee payments are received by the Graduate School Office.

Graduate Record Examination (GRE) Scores.

Applicants should request that GRE scores be sent to the Graduate School, Texas Southern University by the Educational Testing Service (ETS) Princeton, New Jersey.

Graduate Management Admission Test (GMAT) Scores.

MBA applicants should request that GMAT scores be sent to the Graduate, Texas Southern University.

B. Special instructions for applicant seeking transient graduate student status.

Transient students must transfer graduate credits earned at TSU back to their “home” graduate school. They must be in good standing and actively pursuing a graduate program at their institution.

To be considered for admission as a transient student, the TSU Graduate School must receive a letter from the dean of the student’s “home” graduate school certifying that the student is in good academic standing. Transient students may take up to six (6) semester hours of graduate credit at TSU.

C. Additional instructions for international students.

International Students must pay an application fee of \$75.00 which is not refundable. The fee must be paid in U. S. dollars or submitted in the form of an International Money Order.

Applicants whose native language is not English must submit a satisfactory score on the Test of English as a Foreign Language. (TOEFL)

International students must submit certifications that they will have a least \$14,230 available for each academic year. (Allow additional funds if attending school in summer.) This amount is subject to change. International transcripts are acceptable only if they have been signed in ink by the proper school official and carry the seal of the school or if they have been duly certified as exact copies by the registrar of an American university. Transcripts must be accompanied by a certified English translation.

Application for admission to the
DOCTOR OF EDUCATION DEGREE PROGRAM

Requirements

This form must be completed and submitted as a part of the application with the general Graduate School admission form.

MINIMUM REQUIREMENTS FOR ADMISSION TO THE DOCTOR OF EDUCATION DEGREE PROGRAM

1. Have an earned master's degree or its equivalent in a degree program from, an accredited institution of higher learning with a grade point average acceptable to the Admissions Committee.
2. Hold or earn, before completing the program a teaching or administrative certificate, unless the area in which the individual specializes does not require certification.
3. Have a minimum of two (2) years of successful professional experience in teaching, administration, supervision, counseling or other career service, for example, personnel in business and industry, counselor, etc.
4. Submit recommendations from at least three persons including two (2) college, faculty members in the applicant's most recent academic program and at least one (1) immediate supervisor of the applicant's professional work.
5. Demonstrate acceptable proficiency in the use of the English language based upon performance on a standardized English Proficiency Test. (Performance on the Verbal of the GRE may be considered as adequate by the Doctoral Admission Committee.)
6. Make a score of at least 213 on the TOEFL, if the applicant is a foreign student.

Please fill out the application form and submit it via e-mail or to: Dean of the Graduate School
Hannah Hall – Room 201
Texas Southern University
3100 Cleburne Street
Houston, Texas 77004

Name: _____ Date: _____
Last First Middle

Current Mailing Address: _____
No. & Street City State Zip Code

Permanent Mailing Address: _____
No. & Street City State Zip Code

Below are listed fields of study from which you may choose a major emphasis in the Doctor of Education degree program. Please place check mark opposite the field you wish to emphasize in your graduate program.

- Counselor Education
- Curriculum and Instruction
- Educational Administration

What supporting field(s) {Minor emphasis} do you wish to emphasize in this degree program? Please list below.

Have you taken the Graduate Record Examination (GRE) Yes No

A satisfactory GRE score is required of all candidates for admission to the Graduate School. If you have not taken the test, it may be taken at any authorized Testing Center. **The applicant should request that the score be mailed to the above mailing address.**



Education

College or University	Dates: From To	Degree, Certificate or Credits Received	Major Field

Approximate GPA: Bachelor's Degree _____ Approximate GPA: Master's Degree _____

Bachelor Degree Major(s) _____ Minor(s) _____

Master's Degree Major(s) _____ Minor(s) _____

Title of Master's Thesis (if any): _____

Undergraduate college courses that are related to your present professional objective (do not list all courses on your transcript, just those that you feel are related to your anticipated graduate program.)

Institution	Course Title	Semester Hours	Grade	Date

Academic Certificates Earned

Name of Certificate

Place and Date Granted

Work Experience

PROFESSIONAL EDUCATION (Start with most recent experience)

Name of Employer	Address	Position & Title	Dates

NON-EDUCATION SETTING

Name of Employer	Address	Position & Title	Dates

Service in Armed Forces:

Branch	Dates	Rank Attained
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List Membership in Organizations

- a. Professional _____
- b. Social _____
- c. Civic _____
- d. Other _____

Hobbies and Avocations: _____

Honors, Awards, Prizes, and Distinctions: _____

Travel: _____

List Professional Publications: _____

Objectives

Briefly describe your professional objectives and how you believe they will be promoted by the degree desired.

Identify your specific vocational objectives (professional positions for which you wish to prepare). If you prefer one position above another, please indicate your order of preference.

Identify and discuss the contributions you anticipate making through further graduate study.



Philosophy of Education

In 300-600 words, please state, your view on the broad principles underlying the discipline of education. In addition, what relationship, if any, exists between your philosophy of education, the degree that you are seeking and the accomplishment of your career goals? (Use additional sheet of paper if necessary.)

Signature

Date

OUTCOME OF APPLICATION REVIEW

DO NOT WRITE BELOW THIS LINE

DEPARTMENTAL RECOMMENDATION

Deficiencies that must be removed

We recommend admission with the following status:

Unconditional Conditional

1. _____
2. _____
3. _____
4. _____
5. _____

Degree Sought _____ Major Code _____

Major Field _____

Department _____

Denied

Date _____ Signature of Departmental Representative _____

Date _____ Signature of Dean of Education _____

GRADUATE SCHOOL ACTION

Admitted Yes No

Category of admission:

Unconditional Conditional

Non-Degree (Special)

Non-Degree (Certificate)

Transient

Denied

Degree seeking status Yes No

Remarks:

1. _____
2. _____

Student notified:

by e-mail

by letter

in person

Date _____

By _____

Date _____ Signature of School Dean _____

Notice of Nondiscriminatory Policy

Texas Southern University admits students without regard to their sex, disability, race, color, and creed, national or ethnic Origin and entitles them to all the rights, privileges, programs and activities generally accorded to its students. Texas Southern University does not discriminate on the basis of race, color, national or ethnic origin, sex or against otherwise qualified disabled students in its admission, academic and other standards, not in financial aid; nor in the planning and administration of any of its academic programs.

**REFERENCE FORM FOR DOCTOR OF EDUCATION
DEGREE PROGRAM**

This form needs to be filled out by three separate references. (Please copy the form)

TO BE COMPLETED BY APPLICANT

Applicant's Name: _____
Last First Middle

Waiver Option

I hereby waive my right, granted under the Privacy Act of 1974, to examine this reference and understand that its contents will not be shared with me.

Applicant's Signature Date

TO BE COMPLETED BY PERSON GIVING REFERENCE

Name of Reference: _____

Position or Title: _____

Reference Signature _____ Date: _____

How long have you know the applicant? _____ In what capacity? _____

Recommend without reservation Strongly recommend

Recommend with reservations Do not recommend

**On the following scale of 1 to 5, please rank the applicant
1-Outstanding; 2-Above Average; 3-Average; 4-Below Average; 5-Unknown**

- Potential for significant development as an academic leader _____
- Integrity and Reliability _____
- Mastery of fundamental professional knowledge _____
- Ability to understand and apply new ideas _____
- Self-motivation and resourcefulness _____
- Perseverance _____
- Verbal communication skills _____
- Written communication skills _____
- Relationship with colleagues _____
- Relationship with superiors _____
- Personal appearance _____

Please provide statement about applicant's academic potential ability, strengths and limitations.

**Please send completed form to;
Dean of the Graduate School
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