

**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 <sup>st</sup>

## TEXAS SOUTHERN UNIVERSITY

3100 Cleburne Street  
Houston, Texas 77004  
713-313-4410

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](mailto: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.



## TEXAS SOUTHERN UNIVERSITY

### APPLICATION FOR ADMISSION TO THE GRADUATE SCHOOL

Social Security Number	<b>Office Use Only</b>	Check the term of Entry (one box only)    Fall <input type="checkbox"/> Spr <input type="checkbox"/> Sum I <input type="checkbox"/> Sum II <input type="checkbox"/>			
	MO    DAY	_____			
Legal Name (Last)	First	Middle	Former name	Sex (optional)	Date of Birth – Mo    Day    Year
Mailing address (Number and Street)    (City)			(State)	(Zip)	Home Phone
Permanent address (Number and Street)    (City)			(State)	(Zip)	Business phone
Place of birth (City)    (State)    (County)		Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>E-mail Address:</b>	
Are you a legal resident of Texas? <input type="checkbox"/> Yes <input type="checkbox"/> No		How long have you resided in Texas? From                      To		Country of citizenship	Type of visa if not US
Ethnicity (Optional) This information is used for statistical purposes.					
<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Indian (American) <input type="checkbox"/> Japanese <input type="checkbox"/> Korea <input type="checkbox"/> Mexican American <input type="checkbox"/> Latino <input type="checkbox"/> Other Race (please print) <input style="width: 80px;" type="text"/>		<input type="checkbox"/> Asian or Pacific Islander (AP) <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Hawaiian <input type="checkbox"/> Guamanian <input type="checkbox"/> Vietnamese		<input type="checkbox"/> Samoan <input type="checkbox"/> Asian Indian <input type="checkbox"/> Other AP <input style="width: 80px;" type="text"/>	
Name and address of parent or alternative contact					
Have you previously applied for Admission to graduate status at Texas Southern University? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes,                      Year		Department	
Have you ever enrolled for credit courses at Texas Southern University? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes,    From:    To:		<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student	
<b>List names of all colleges schools attended including Texas Southern University</b>					
College or school name	Location		Dates	Degree and data received or expected	
	City	State			
Check box if you have taken or plan to take the following tests. <b>Date</b>				Score: _____	
<input type="checkbox"/> Graduate Record Examination <input type="checkbox"/> Test of English as a Foreign Language <input type="checkbox"/> Graduate Management Admissions Tests					

To which department do you wish to apply/

State specified area in which you to study in your major department.
Failure to submit complete and accurate information may result in denial of this application or dismissal from the University
Date _____ Name _____

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.

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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.

**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 \_\_\_\_\_ Name of Departmental Representative \_\_\_\_\_

Date \_\_\_\_\_ Name 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 \_\_\_\_\_ Name 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 Name 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  
TEXAS SOUTHERN UNIVERSITY  
3100 Cleburne Street  
Houston, Texas 77004  
E-mail: [graduate\\_admissions@tsu.edu](mailto:graduate_admissions@tsu.edu)**