

**Application Packet**  
**Ed.D Educational Leadership Program**

**TARLETON STATE UNIVERSITY**  
**College of Graduate Studies**



Tarleton State University, an Equal Employment Opportunity and Affirmative  
Action Employer and Educator, is committed to excellence through diversity  
A member of The Texas A&M University System since 1917

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## TARLETON STATE UNIVERSITY COLLEGE OF GRADUATE STUDIES

### Ed.D EDUCATIONAL LEADERSHIP APPLICATION INSTRUCTIONS

The application is valid for only the semester indicated. All applications must be submitted with a nonrefundable application fee (check, money order or credit card authorization).

Application deadline for regular admission is on or before April 1  
Application deadline for early admission is November 1.

#### **Requirements for admission consideration:**

- Completed Master's degree from a regionally accredited institution
- Acceptable grade point average on all graduate course work previously attempted
- Minimum of 18 semester credit hours of graduate or undergraduate course work in administration, management and leadership or equivalent job experience
- Official GRE Scores
- Four Reference Forms (excludes TSU EDAD faculty and two of the four must be by holders of a doctoral degree)
- An interview with doctoral selection committee
- A leadership portfolio that must include the following:
  - A cover letter that: a) introduces the applicant to the admission committee, b) indicates the motivation for pursuing a doctoral degree, and c) provides a self-analysis of the applicant's ability to successfully complete a doctoral degree.
  - A professional vita
  - Evidence of scholarly production
  - Evidence of leadership achievement or potential

#### **General**

The College of Graduate Studies will verify that minimum qualifications are met, and will forward copies of graduate transcripts and completed reference forms to the Program Coordinator and the Admissions Committee. The College of Graduate Studies will notify applicants who do not meet the minimum criteria or who have not submitted all of the required forms.

Only the Office of Graduate Studies is authorized to notify the applicant of his or her acceptance to the doctoral program in the University. Applicants should not interpret any statement made in casual correspondence with any University faculty member to mean that he or she has been admitted. Official notification will be sent through the Graduate Office, as approved by the Dean of the College of Graduate Studies.

You will be assigned an identification number if you do not provide a Social Security number.

## **Application Procedure**

- 1. Submit an application to the College of Graduate Studies by the stated deadline.**
- 2. Request official transcripts of all academic records from all institutions of college or university standing which you have attended. Photo copies or other duplications such as notarized copies and faxes are not considered official. Have transcripts sent directly to:**

**College of Graduate Studies  
Tarleton State University  
P. O. Box T-0350  
Stephenville, Texas 76402**

- 3. Submit Graduate Record Examination scores to the Graduate College Office at the time the application is made. Required test scores should be sent directly from the Educational Testing Service to Tarleton State University (code 6817). Test scores should be no more than five years old. See address in item 2.**
- 4. Request four letters of recommendation from individuals who are familiar with your academic and career achievements and potential for doctoral level study. You may use former professors (may not use Ed. Admin. Professors from TSU) and non-academic references (employers).**
- 5. For more information regarding your application, please contact:**

**Tarleton State University  
P. O. Box T-0350  
Stephenville, Texas 76402  
(254) 968-9104  
Fax: 254 968-9670  
Email: [ljones@tarleton.edu](mailto:ljones@tarleton.edu)**

## **Procedural Instructions**

All application documentation must be received by the deadline. When all documentation is acknowledged as received, Stage 2 of the selection process will begin and your materials will be forwarded to an Admission Committee where all data submitted will be reviewed and a personal interview will be scheduled. The doctoral Admission Committee, after careful evaluation of the applicant, will formally notify the Dean of Graduate Studies with a recommendation regarding your status. All admissions are with the final approval of the Dean. The Office of Graduate Studies will then notify the applicant of the admission decision. Applicants will receive notification of the decision by mail.

## **Notification**

Successful applicants will be required to submit a letter of commitment. Failure to submit the letter of commitment by the deadline will result in elimination from the cohort. Subsequently, the program coordinator will recommend the next eligible applicant for the program. The Dean of Graduate Studies will make those notifications.

## **Orientation**

A required orientation session will be scheduled on a date determined by the core doctoral faculty. Exempting emergency situations, permission to miss the orientation must be made in advance, in writing, and approved by the core doctoral faculty. Unless the applicant is notified otherwise, failure to attend the orientation will result in dismissal from the cohort.

**Reference for Admission to Doctoral Program  
College of Graduate Studies  
Tarleton State University**

To be completed by the applicant:

Name \_\_\_\_\_  
Last
First
M.I.

Address \_\_\_\_\_

I agree that officials at Tarleton State University shall hold the recommendation I am requesting in confidence, and I hereby waive any rights to examine it.
Yes
No
(Circle one)

To be completed by the recommending individual:

The above named person has applied to the doctoral program at Tarleton State University and has asked that you supply the information requested below.

I have known the applicant for \_\_\_\_\_ years/months. Capacity \_\_\_\_\_

Please circle the descriptor which best describes your assessment of the applicant's ability in the following:

General Competence	Excellent	Good	Average	Poor	N/A
Intellectual Capacity	Excellent	Good	Average	Poor	N/A
Initiative	Excellent	Good	Average	Poor	N/A
Dependability	Excellent	Good	Average	Poor	N/A
Perseverance	Excellent	Good	Average	Poor	N/A
Oral Expression	Excellent	Good	Average	Poor	N/A
Written Expression	Excellent	Good	Average	Poor	N/A
Potential as a Research Scholar	Excellent	Good	Average	Poor	N/A
Knowledge of Literature in Educational Leadership	Excellent	Good	Average	Poor	N/A
Personality	Excellent	Good	Average	Poor	N/A
Adaptability	Excellent	Good	Average	Poor	N/A
Self-confidence	Excellent	Good	Average	Poor	N/A
Ability to Work with Others	Excellent	Good	Average	Poor	N/A
Enthusiasm	Excellent	Good	Average	Poor	N/A
Independence	Excellent	Good	Average	Poor	N/A
Self-motivated	Excellent	Good	Average	Poor	N/A
Overall Potential as a Doctoral Candidate	Excellent	Good	Average	Poor	N/A

In addition to the above evaluation, please use the back of this form to provide statements appraising the applicant's promise of success in an academically rigorous doctoral program. The prompting questions are on the following page.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Do you hold a doctoral degree? Yes No Telephone \_\_\_\_\_

Please return this form to: College of Graduate Studies, Box T-0350 Stephenville, Texas 76402 or Fax 254-968-9670





# Tarleton State University College of Graduate Studies

<b>FOR OFFICE ONLY</b>
Date _____
Receipt Number _____
Paid \$30 App Fee _____
Initials _____

## Ed.D Educational Leadership Application for Admission

For the Semester:

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ YEAR \_\_\_\_\_

(Early Application Deadline is November 1 for Fall \_\_\_\_\_ Regular Application Deadline is April 1 for Fall \_\_\_\_\_)

### Biographical Information

1. Social Security Number\*: \_\_\_\_\_

(\*Optional: This is used to ensure accurate matching of documents and timely processing. You will be assigned an identification number if you do not provide a Social Security number.)

2. Full, Legal Name: \_\_\_\_\_  
(Preferred Title-Mr., Dr., Rev., etc) (Last /Family) (First) (Middle) (Suffix-Jr.,etc)

3. Other Names That May Appear on Academic Records: \_\_\_\_\_

4. Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

5. Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

6. Permanent Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City: \_\_\_\_\_  
(Number) (Street)

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

7. Telephone: Day: \_\_\_\_\_ Night: \_\_\_\_\_

8. E-Mail Address: \_\_\_\_\_

8. Ethnicity: For reporting purposes only, we would appreciate your indicating which of the following groups best describes your ethnic background. This information is voluntary and will not be used in the admission or scholarship decision.

\_\_\_\_\_ White Non-Hispanic \_\_\_\_\_ Black Non-Hispanic \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Non-Resident Alien/Foreign National

### Graduate Study Information

9. Degree Sought: Ed.D in Educational Leadership

10. Which minor field? (Complete if applicable) \_\_\_\_\_

11. Do you wish to be admitted to a professional certificate program? Yes \_\_\_\_\_ No \_\_\_\_\_

12. If yes, please indicate the certificate program you wish to pursue. \_\_\_\_\_

**Aptitude Test Information**

13. Have you submitted Graduate Record Examination (GRE) scores to Tarleton? Yes \_\_\_\_\_ No \_\_\_\_\_

14. What is the date of your most recent test? \_\_\_\_\_

**Academic Transcripts**

15. List all of the institutions of college or university standing which you have attended; dates of entering and leaving; and all degrees received with dates of degree conferral.

INSTITUTION	DATE ENTERED	DATE LEFT	DEGREE AND DATE OF CONFERRAL

**Residency Information** (Please answer all questions; use n/a if the question does not apply to you.)

16. (a) Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, of what country are you a citizen? \_\_\_\_\_  
 (b) If you are not a citizen, do you hold Permanent Residence status (valid I-551) for the U.S.? Yes \_\_\_ No \_\_\_  
 If Yes, date permanent resident card\* issued: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Number: \_\_\_\_\_  
Month Day Year

\*Please enclose a copy of both sides of the card.

17. Are you a resident of Texas? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If No, of what state are you a resident? State: \_\_\_\_\_

18. If your claim for residence status is based upon self:  
 (a) How long have you lived in Texas? Years \_\_\_\_\_ Months \_\_\_\_\_  
 (b) Previous state or country of residence: \_\_\_\_\_  
 (c) If you came here within the past five years, why did you move to Texas?  
 Education \_\_\_\_\_ Employment \_\_\_\_\_ Other (explain) \_\_\_\_\_  
 (d) List your addresses for the last two years:  
 Street Address City State From (Month/Year) Thru (Month/Year)

(e) List employers and employment dates for the last two years: (If you need additional space, please include a separate information sheet)

Employer: \_\_\_\_\_ Location \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Employer: \_\_\_\_\_ Location \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

(f) Are you currently on active military duty assignment in Texas? Yes \_\_\_\_ No \_\_\_\_

(g) Did you join the military when you were a resident of Texas? Yes \_\_\_\_ No \_\_\_\_

**NOTE TO MILITARY PERSONNEL AND/OR DEPENDENTS OF MILITARY PERSONNEL:**

You may qualify for the Texas resident tuition rate rather than the non-resident rate. To qualify, you must meet certain criteria and furnish documentation regarding your military service and residence. For complete details, please contact the Office of Graduate Studies. The toll-free number is 800-687-4723.

The criteria for determining residence for tuition purposes are available on the Internet at:  
*<http://www.tarleton.edu/%7Eadmissions/FAQ%20for%20Residency.htm>*

**Failure to complete, sign, and date this portion will result in your application review being delayed.**

19. I certify that this information is complete and correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules and regulations of Tarleton State University. I authorize the University to verify the information I have provided. I further understand that this information will be relied upon by the officials of the University in determining my admission and residence status for tuition purposes and that the submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, cancellation of enrollment, and/or disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_