



DOCTORAL PROGRAM APPLICATION INFORMATION

Thank you for your interest in the doctoral programs at Texas A&M University-Commerce. Below you will find information concerning the different programs, a list of documents required for admissions consideration into the doctoral programs, and prospective student advisors for each programs.

We offer the following program:

| | |
|---|--|
| EdD in Educational Administration | PhD in Counselor Education and Supervision |
| EdD in Higher Education | PhD in Educational Psychology |
| EdD in Supervision, Curriculum, & Instruction | PhD in English |

The first stage of being considered for admission to a doctoral program will require one of the following grade point averages:

- (1) an overall undergraduate grade point average (GPA) of 2.75,
- (2) a 3.00 GPA on the last 60 hours of undergraduate degree, or
- (3) a 3.40 GPA on the master's degree and work beyond the master's level.

If an applicant meets one of the GPA requirements, upon receipt of all required documents, the application file will be forwarded to the major department for consideration to the doctoral program.

Please submit the following documents for your application file and admissions consideration:

- i) An application to the doctoral program of your choice. Apply online at [Apply Texas](#).
- ii) Application fee - \$50.00 domestic/ \$75 international.
- iii) An official general Graduate Record Examination (GRE) score report. The GRE scores are **mandatory** for all doctoral applicants. This score must be sent from ETS to A&M-Commerce. ETS only keeps them for 5 years. A&M-Commerce's institution code is 6188. If you have trouble obtaining your old GRE scores, please contact Vicky Turner for more details.
- iv) Official transcripts from **all** institutions attended or currently attending, including all undergraduate and graduate courses. Copies of transcripts will not be accepted. International students must provide an official original transcript with diploma and if the transcript is not in English, a translation by the transcript university into English is required.
- v) Reference forms: 4 letters of recommendation are required, two of which should hold doctoral degrees. This applies to the following programs: PhD in English, PhD in Counselor Education and Supervision, and EdD in Supervision, Curriculum, & Instruction. Attached in this packet is a blank reference form or you can use this one: <http://www.tamuc.edu/academics/graduateSchool/documents/doctoralreferenceform.doc>
 - The EdD in Educational Administration and the EdD in Higher Education require **only 2** letters of recommendation total; one or both of the references should hold a doctoral degree.
 - The PhD in Educational Psychology requires **only 3** letters of recommendation total; at least one of the references should hold a doctoral degree.
- vi) Statement of Goals Form
- vii) Resume/vita
- viii) International students must also provide: an official TOEFL score of 79 IBT or higher, an IELTS score of 6.0 overall band or higher, or a PTE of 53 or higher.

You will be assigned a student id number (CWID) after your application is processed; we will email you your CWID and password for the university student portal: myLeo. You will be able to use your CWID to log into your myLeo account (student portal) and view your application and document checklist. You will also be able to submit many documents electronically by uploading them to your checklist in myLeo but transcripts and test scores must be sent directly from the university attended or from ETS.

Upon receipt of the all the required documents, the admission's file will be forwarded to the major department where all materials will be evaluated and a recommendation made to the Dean of Graduate Studies. The decision process will take up to 30 days from the program complete application file deadline, after interviews, or after the program's stated deadline (see chart below). We will notify you of your admission decision by an email to your [myLeo email address](#). If your file is incomplete by the below deadline, you can request us to move your application to a future term.

Additional application process information:

***English applicants:** A writing sample: a modest portfolio of your writing. The writing sample should contain one or two pieces of your academic prose (no more than 10 pages total), plus a two-page statement of your background, interests, and goals as they connect to doing graduate work in English.

***Educational Administration applicants:** You must meet one of the following requirements in addition to the documents listed above: 18 hours of successfully completed Educational Administration coursework or a copy of State Principal Certificate. Applicants need administrative experience. **This program is fully online and not available to international applicants.**

***Higher Education applicants:** A writing sample: The writing sample should be a solo-authored (not collaborative) paper on any topic of your interest **in the field or profession of Higher Education** using APA Style Manual (6th or 7th ed.). The minimum length of the sample is four double-spaced pages and should not exceed 30 pages. The writing sample can be a scholarly essay addressing a problem of practice that you want to investigate and can include related work and academic experiences. The sample must contain a reference/bibliographic list at the end with corresponding in-text citations. The Admissions Committee will use it to evaluate your writing ability and potential success in the doctoral program. **This program is fully online and not available to international applicants.**

***Supervision, Curriculum, and Instruction applicants:** You must attend an **information session** during which time a professional writing sample will be collected (contact the Department of Curriculum and Instruction for upcoming dates, 903/886-5537). Along with your statement of goals, please email a cover letter and resume or vita. The one page *cover letter* should provide statements that address the following three topics: (1) Personal philosophy of teaching, learning, and leadership, (2) Reasons for wanting to enter doctoral studies in curriculum and instruction, and (3) Long-term and short-term professional goals. The *professional resume or vita* should provide information on your professional education, professional work record, accomplishments that indicate scholarly potential, and service to the profession. **Applicants should have at least 3 years of teaching experience.**

***Counseling applicants:** You must submit an additional counseling information packet, which is attached below or available at: <http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx>

***Educational Psychology applicants:** You must submit an additional statement of goals, which is attached below or available at: <http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx>

TRANSCRIPTS AND TEST SCORES can be sent two ways:

- **BY MAIL:**
TEXAS A&M UNIVERSITY- COMMERCE,
ATTN: GRADUATE SCHOOL/ VICKY TURNER,
PO BOX 3011, COMMERCE, TX 75429-3011
- **ELECTRONICALLY:** have them electronically sent by your past university or testing agency (ETS/ our university code is 6188).

All other documents can be uploaded through your myLeo, emailed to Vicky.Turner@tamuc.edu , or sent by regular mail.

HOW TO UPLOAD DOCUMENTS (reference letters, essay, statement of goals with resume, etc.)

Before you upload your documents, please ensure that your [CWID](#) number is on all documents and that each document is in the PDF format. Only PDF documents will upload; any other format will be denied by the system. Below is the process to upload admission documents.

- Access the student upload system by logging into your myLeo, select APPS on the top of the page, and select *Check application status* then
- Select *Document Upload* from the list across the top of the screen
- Login again using your [CWID](#) and your [password](#) (same as [myLeo](#) login).
- Select your application. You will see your application status and a list of outstanding documents (items needed to complete your application packet).
- Select the browse button next to the document you wish to upload. Locate and select the document on your computer and click the upload button.

USEFUL WEBPAGES and DOCUMENTS:

Graduate School Homepage: www.tamuc.edu/GraduateSchool

Graduate Forms and Guidelines page: <http://www.tamuc.edu/academics/graduateSchool/graduateForms.aspx>

Blank Reference Letter: <http://www.tamuc.edu/academics/graduateSchool/documents/doctoralreferenceform.doc>

How to Navigate your myLeo:

<http://www.tamuc.edu/academics/graduateSchool/documents/How%20to%20Navigate%20the%20New%20myLEO.pdf>

| Program | Application submission deadline (application will close in Apply Texas the day after this date) | Complete application document file deadline (all required documents received by Graduate School by this date) |
|---|--|---|
| PhD Counselor Education and Supervision | Fall admission not available Spring: October 1 Summer: February 15 | Spring: October 15 Summer regular: March 1 |
| PhD English | Fall admission: May 1 Spring admission: November 15 Summer admission: April 1 | Fall: May 15 Spring: December 1 Summer: April 15 |
| Edd Educational Administration *not available to international applicants | Fall admission: July 1 Spring admission: November 1 Summer admission not available | Fall: July 15 Spring : November 15 |
| PhD Educational Psychology | Fall early admission: January 15 Fall admission: May 15 Spring admission: October 1 Summer admission: March 1 | Fall early: Jan. 31/ interviews 3 rd Fri. in Jan. Fall: June 1/ interviews 3 rd Fri. in June Spring: Oct. 15/ interviews 3 rd Fri. in Oct. Summer: Mar. 15/ interviews 4 th Fri. in Mar. |
| Edd Supervision, Curriculum, and Instruction | Summer/ Fall admission: April 1 Fall admission: May 15 Spring admission: November 1 | Summer/Fall: April 15 Fall: May 30 Spring: November 15 |
| Edd Higher Education *not available to international applicants | Submit application at least 60 days prior to first class day of applied semester. | At least 45 days before first class day of applied semester. |



STATEMENT OF GOALS

Please fill out below and submit it with a resume/vita.

Name _____ Student ID no. _____

WORK EXPERIENCE (start with present position)

| Position | Employer and Location | Dates |
|-----------------|------------------------------|--------------|
| | | |
| | | |
| | | |

Please answer the following questions and attach additional sheets if necessary.

1. What do you hope to accomplish during your tenure as a doctoral student at TAMU-Commerce?

2. What area of study interests you the most in the doctoral program you are applying?

3. What makes you a good candidate for this doctoral program?

4. What do you hope to accomplish professionally in the next five years? After you complete the doctorate?



Reference for Admission to Doctoral Program

TO BE COMPLETED BY APPLICANT

ID no. _____

Name of Applicant _____

I agree that the recommendation I am requesting shall be held in confidence by officials of Texas A&M University-Commerce, and I hereby waive any rights to examine it. Yes No

Applicant's Signature _____ Date _____

TO BE COMPLETED BY THE RECOMMENDER

The above named person has applied to a doctoral program at Texas A&M University-Commerce and has asked that you supply the information requested below.

I have known the applicant for _____ yrs. Capacity _____

Please indicate the applicant's ability and professional competence in the following.

| QUALIFICATIONS | Excellent | Good | Average | Poor | No basis for judgment |
|--|-----------|------|---------|------|-----------------------|
| General competence | | | | | |
| Intellectual capacity | | | | | |
| Initiative | | | | | |
| Dependability | | | | | |
| Perseverance | | | | | |
| Oral expression | | | | | |
| Written expression | | | | | |
| Potential as a research scholar | | | | | |
| Potential as a teacher | | | | | |
| Knowledge in subject of proposed study | | | | | |
| Personality | | | | | |
| Emotional Stability | | | | | |
| Adaptability | | | | | |
| Self-confidence | | | | | |
| Ability to work with others | | | | | |
| Enthusiasm | | | | | |
| Independence | | | | | |
| Overall potential | | | | | |

Additional comments or information:

Signature _____ / Printed Name _____

Date _____ Position _____

Do you hold a doctoral degree? Yes _____ No _____ Email: _____

Please return this form by email to Vicky.Turner@tamuc.edu or return document to student for electronic document uploading.



Statement of Goals for PhD in Educational Psychology

Student name: _____ Student ID no.: _____

1) What psychological research goals do you intend to accomplish during your tenure as a student in the psychology graduate program? Please be as specific as possible.

2) Please list 1-3 faculty members in the psychology department with whom you would like to conduct research. Be as specific as possible with how your research interests align with theirs.

3) What career will you pursue upon graduation from our program? What are your goals within this career?

**PROGRAM
CONTACT
INFORMATION**

| DEGREES | MAIN OFFICE | STUDENT ADVISOR | CONTACT |
|---|--|---|--|
| COUNSELOR EDUCATION & SUPERVISION | | Dr. Erika Schmit | Erika.Schmit@tamuc.edu |
| ENGLISH | | Dr. Karen Roggenkamp | Karen.Roggenkamp@tamuc.edu |
| EDUCATIONAL ADMINISTRATION | Dr. Jane Clark/ Jane.Clark@tamuc.edu | Dr. Melissa Arrambide | Melissa.Arrambide@tamuc.edu |
| EDUCATIONAL PSYCHOLOGY | | Dr. Curt Carlson | Curt.Carlson@tamuc.edu |
| SUPERVISION, CURRICULUM, & INSTRUCTION | Tammia Martin/ Tammia.Martin@tamuc.edu | Dr. David Brown Dr. Alexandra Babino | David.Brown@tamuc.edu Alexandra.Babino@tamuc.edu |
| HIGHER EDUCATION | Margo Bahr/ Margo.Bahr@tamuc.edu | Dr. SeungWon Yoon | SeungWon.Yoon@tamuc.edu |

ADMISSION DOCUMENTS FOR THE PHD IN COUNSELING

The Counseling Program's *Doctoral Admissions Review Committee* reviews all doctoral applications after they have been received by the Graduate School. Several criteria are factored into the overall score to determine admission into the program. These criteria include:

- GRE score (Verbal, Quantitative, and Writing sections)
- Entry-level course requirements (in comparison to CACREP master's program)
- Recommendations – four references are required (at least one reference should come from a graduate faculty who has taught the applicant)
- Professional goals
- Work experience (document all professional work experience in counseling profession)
- Interview
- Written performance/ essay (see information below)

Each of these criteria is considered by members of the Doctoral Admission Committee in their recommendation to admit or to deny admission.

ESSAY INFORMATION

Instructions:

You are requested to write a one-page essay, which closely addresses the assigned topic. The typed essay will be read independently by the five members of the Doctoral Admissions Committee within the Department of Counseling, and their ratings will be a part of the admission's decision process. It will be read for organization, content, and evidence of professional understanding. Return this in your completed application to the Graduate School.

Topic:

Counselors assist others in their process of change. Some think that it is what counselors do (technique) that assists in this change; others think that the relationship between the counselor and client is the most important catalyst for change; while still others would support that the motivation and readiness for change on the part of the client is most important to effect change.

Describe your personal philosophy of the principles, which guide therapeutic change. Identify aspects of this philosophy that derive from counseling theorists and those which are your own.



This form needs to be completed by all **PhD COUNSELING** applicants.

Doctoral Applicant: *Please have the information below completed by the appropriate person at the college or university from which you received your master's practicum/internship if other than the master's program from Texas A&M University - Commerce.*

_____ completed a total of _____
(name of student) *(hours)*

clock hours of supervised field placement experience in a school counseling, student affairs, or community counseling-related setting while a graduate student at:

(university)

(If other settings were allowed, please explain in some detail about the work performed. Use a separate sheet if necessary.)

These hours were completed while enrolled in _____
(name of course(s) and course number(s))

for which semester hours of academic credit were awarded. The campus supervisor's name was:

_____.

I attest to the correctness of the information above.

Signature

Title

Phone number

Email

This should be emailed to:
Vicky Turner
Vicky.Turner@tamuc.edu OR
Dr. Erika Schmit
Erika.Schmit@tamuc.edu

