Admission Information
Doctor of Philosophy (Ph.D.) in Educational Leadership and Policy Studies option in Educational Administration

Admission Information Packet Contents:

- Application Checklist
- Application Procedures
- Program Area Goal Statement
- Critical Issue Essay Guidelines
- Career Objective Essay Guidelines
- Letters of Recommendation Guidelines
- Program Faculty
- PhD Program of Study

Program Coordinator:
Dr. Jackie Mania-Singer
j Jacki.e.mania@okstate.edu
https://education.okstate.edu/scad/
APPLICATION CHECK LIST

☐ Submit completed Graduate College Application

☐ Critical Issue Essay

☐ Career Objective Essay

☐ Academic Vita/Resume

☐ 3 Recommendation Letters

☐ I waive my right to review the letters of recommendation submitted with my application.

☐ I have informed those writing my letters of reference that I waive my right to review their letters of recommendation.

☐ Writing samples

☐ GRE Scores
APPLICATION PROCEDURES

Admission to the doctor of philosophy in Educational Administration Program requires application for admission to the Graduate College and selecting the PhD in Educational Leadership and Policy Studies option in Educational Administration program. Information for the application is available from the Graduate College Application.

Application for program admission involves the collection and submission of materials to the online application. Prospective students should give special attention to each required item since these materials are the primary source of information for admission decisions. The program faculty review applications for admission to doctoral degree programs once a year. The application deadline is March 15. Admission reviews are initiated when all required components are uploaded to the online application; incomplete applications are not considered. Items to be provided prior to the review process are listed below.

CRITICAL ISSUE ESSAY AND CAREER OBJECTIVES STATEMENT
Two essays are required of all applicants (see essay information sheets in this packet). The first document is a separate document and should be prepared according to stated application guidelines. This statement is used to assess the student’s understanding of current issues in the profession. (See critical issue essay in this packet). The second essay is a statement of career goals. It should also be prepared according to stated application guidelines. This statement will be used to assess the congruence between a student’s goals and the degree program into which the applicant is seeking admission (see career objective sheet in this packet).

ACADEMIC VITA/RESUME
A current vita/resume should be provided which includes academic and professional backgrounds and experiences.

RECOMMENDATIONS
Three administrators, supervisors and/or university faculty, other than program faculty, should submit letters of recommendation following the stated application guidelines. At least one of the references should be from a previous or current faculty member who has knowledge of the applicant’s scholarship. Prospective students should request that these letters be sent to the Graduate Student Records Office. These recommendations are confidential unless applicants notify the persons serving as a reference and the Graduate Records Office otherwise. If prospective students elect to have confidential recommendations, they will have waived their access to them. Applicants should check occasionally with a staff member in the Graduate Records Office of the College of Education (405-744-9483) to see if all recommendations have been received. The letter of application guidelines in this packet may be duplicated as needed for use by references.

WRITING SAMPLES
Two examples of written work, such as articles, position papers, exams, or theses should be provided. After notification of admission decisions, applicants may pick up these materials at the Graduate Records Office. School faculty may request additional writing samples. These writing samples are in addition to the two required essays.

TEST DATA
Applicants should authorize a testing agency to send their scores electronically on the Graduate Record Examination (GRE) to the Graduate College. OSU’s GRE institution code is 6546. No department code is required. These tests are offered at many sites. The GRE is given at OSU Stillwater, 107 University Assessment and Testing Service, Admiral and Walnut, 405/744-5958 and at the Sylvan Learning Center in Tulsa, 918/249-0820. The expected minimum scores are 153 Verbal, 149 Quantitative, and 4.5 Writing.
INTERVIEW
The program faculty may request an interview with applicants.

ADDITIONAL MATERIALS
Additional information for the faculty review may be submitted with the application if students believe it would assist faculty in assessing their ability, aspirations, or work.

SEFLA, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (Higher Education Act) and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran, in any of its policies, practices, or procedures.
PROGRAM AREA GOALS STATEMENT

The goal of the program is to foster the improvement of educational institutions through leadership, research, and theory development. The Ph.D. is designed to aid in the development of skills necessary to analyze and resolve educational issues and work in diverse contexts.

The program faculty seeks to recruit individuals who will profit from such degree programs, make significant contributions to educational organizations, and demonstrate the potential for:

- individual growth
- fostering learning-centered environments
- leadership
- advocating education
- scholarship
Writing and thinking are critical for success throughout all doctoral programs. For this reason, the faculty requires written essays of all prospective students who seek admission to our program areas. The faculty will examine applicants' responses for clarity, organization, focus, and ample development of major points related to the topic.

Essay Topic: Based on your interest in this area of study, identify one issue in educational leadership and policy and provide a critical examination of this issue.

Your essay should be:

- two to three pages
- double spaced
- typed in 12 point font
- formatted with standard margins
CAREER OBJECTIVE GUIDELINES

Describe your specific career objectives for the immediate future and five years beyond. Discuss the way(s) that the Ph.D. in Educational Leadership and Policy Studies will help you achieve these objectives.

Your statement should be:

- brief -- no more than one page
- double spaced
- typed in 12 point font
- formatted with standard margins
LETTERS OF RECOMMENDATION GUIDELINES

You have been asked by an applicant to the Ph.D. in Educational Leadership and Policy Studies at Oklahoma State University to provide a letter of recommendation.

Using examples from the specific activities you have observed of this individual, evaluate the applicant in terms of the following areas:

- Individual growth
- Attention to, and appreciation of, the value of policy analysis
- Leadership
- Advocating education
- Scholarship and academic performance

We would appreciate any additional comments you may wish to make that would help in evaluating the applicant for admission to the program.

We appreciate your professional assistance in this important activity.

Recommendations will be uploaded directly to the application. You will receive a link to the email address provided by the applicant.
College of Education, Health and Aviation Directory

Dr. Jackie Mania-Singer
Program Coordinator
jackie.mania@okstate.edu
https://education.okstate.edu/scad/
Ph.D. in Educational Leadership and Policy Studies option in Educational Administration

A minimum of 72 hours beyond the master’s degree to include the following:

**General EDLE Doctoral Core**  
9 hours  
EDLE 6483 School Leadership, Culture and Ethics  
EDLE 6493 School Improvement/Reform  
EDLE 6603 Organizational Theory in Education

**Inquiry Core**  
18 hours  
EDLE 6853 Research Traditions in Educational Leadership  
SCFD 6123 Qualitative Research I  
SCFD 6193* Qualitative Research II  
REMS 6003* Analysis of Variance

*Six additional research hours (approval of committee chair required)*  
REMS 6013* Multiple Regression Analysis  
REMS 6373* Program Evaluation  
REMS 5373* Educational Measurement

*Alternate research courses may be taken with committee approval.*

**Option Area: Educational Administration**  
18 hours  
**Required Core**  
EDLE 6423 The Politics of Education  
EDLE 6453 Special Topics in Education Law  
EDLE 6363 Special Topics in School Finance Policy

**Electives**  
EDLE 6003 Educational Ideas  
EDLE 6263 Professional Development and Instructional Improvement  
EDLE 6333 The Business Function in School Administration  
EDLE 6343 Problem Solving in School Administration  
EDLE 6353 The Superintendency  
EDLE 6393 The Human Factor in Administering Schools  
EDLE 6573 Special Topics in Education Facilities  
EDLE 6633 School Leadership and Community Collaboration  
EDLE 6733 Planning and Educational Change  
EDLE 6823 Educational Leadership  
REMS 5953 Statistical Methods in Education

**Cognate or Electives with a Thematic Focus**  
12 hours

**Independent Research (dissertation)**  
Minimum of 15 hours

*Note: Cognate courses, selected electives and any additional courses require committee approval.*

*Denotes classes with prerequisites*