ADMISSION INFORMATION

SCHOOL OF EDUCATIONAL STUDIES

Doctor of Education in School 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
- Ed.D. Program of Study
School of Educational Studies (SES)

NOTICE: All applications for OSU are now processed online; you can find the information for online application on the Graduate College webpage: http://gradcollege.okstate.edu/ Go to the Prospective Student Resources title on the left-hand side of the webpage to begin the online application process.

APPLICATION CHECK LIST

*Use this checklist to organize your documents.*

- [ ] Graduate College Application completed ________________ (date)
- [ ] School Administration Program Application ________________ (date)
- [ ] Application Fee Paid
- [ ] Academic Vita/Resume
- [ ] Critical Issue Essay
- [ ] Career Objective Essay
- [ ] 3 Recommendation Letters:
  
  List references and the date you requested their recommendation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Requested</th>
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- [ ] Two Writing Samples

- [ ] GRE/MAT Scores:
  Date requested that test scores be forwarded to OSU ________________

- [ ] Additional Materials submitted ________________
School of educational Studies (SES)

APPLICATION PROCEDURES

Admission to the School Administration Program requires a two-step process. Potential students must first be admitted to the OSU Graduate College; this step should be followed immediately by application for admission to the Doctor of Education in School Administration program in the School of Educational Studies. Students who take graduate classes without admission to a degree program (step two) are classified as "special students." Special students can apply no more than 9 graduate hours to a degree program; therefore, it is critical to complete the second step as soon as possible.

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Application for program admission involves the collection and submission of materials to submit with 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.

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

CAREER OBJECTIVES and CRITICAL ISSUE ESSAYS
Two essays are required of all applicants. The Critical Issue Essay should be prepared according to the stated guidelines. This document is used to assess the student’s understanding of current issues in the profession. (See critical issue essay guidelines in this packet.) The second essay is a statement of career objectives. 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 essay guidelines in this packet.)

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 Studies Office. School faculty may request additional writing samples. These writing samples are in addition to the two required essays.

RECOMMENDATIONS
Three administrators, supervisors and/or university faculty other than program faculty should submit letters of recommendation. At least one of the references should be from a previous or current faculty member who has knowledge of the applicant’s scholarship. If prospective students elect to have confidential recommendations, they have waived their access to them. Applicants are advised to periodically check the online website to ensure that all recommendations have been received.

TEST DATA
Applicants should authorize a testing agency to send their scores on either the Miller’s Analogies Test (MAT) or the Graduate Record Examination (GRE) to the Graduate Records Office. The MAT and GRE are offered at many sites. At OSU Stillwater, the GRE and MAT are given at University Testing and Evaluation Service, 107 UAT Bldg. (1524 W. Admiral), 405/744-5958; at OSU Tulsa, the MAT is administered at the Student Success Center, North Hall, 918/594-8404 and the GRE at Sylvan Learning Center, 918/249-0820. The expected minimum scores are 406-411 on the MAT and GRE scores of 450 (150) Verbal and 450 (141) Quantitative.

INTERVIEW
Program faculty may request an interview with applicants.

SES, 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.

Updated October 20, 2014
PROGRAM AREA GOALS STATEMENT
The goal of the School Administration program is to foster the improvement of education institutions through leadership. The Doctor of Education (Ed.D.) is designed to aid in the development of skills necessary to analyze and resolve educational issues and work in diverse contexts.
Program faculty seek to recruit individuals who will profit from the degree program, make significant contributions to educational organizations, and demonstrate the potential for the following:
- individual growth
- fostering learning-centered environments
- advocating education
- leadership

CAREER OBJECTIVE ESSAY GUIDELINES
- Describe your specific career objectives for the immediate future and five years beyond. Discuss the way(s) that your selected degree program (School Administration) will help you achieve these objectives.
- Your statement should be brief—no more than one page, formatted with standard margins, double-spacing, and 12-pt. font.

CRITICAL ISSUE ESSAY GUIDELINES
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 educational leadership, identify one issue in your intended field of study (School Administration) and provide a critical examination of this issue.
- Your essay should be two to three pages in length and formatted following APA, with standard margins, double-spacing, and 12-pt. font.

REFERENCE LETTERS
Your online application should include three reference letters. Your references will be asked to respond to questions by providing a rating; they also should be able to provide information about your individual growth as an educator and ability to foster learning-centered environments; ability to advocate for education; your scholarship and academic performance; your leadership performance and potential.
EDUCATIONAL LEADERSHIP
SCHOOL ADMINISTRATION
FACULTY

OSU - Stillwater/Tulsa

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FAX:  405-744-7758  
Email:  lou.sabina@okstate.edu
A minimum of 64 hours beyond the master’s degree to include the following:

**Degree Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>EDLE 6483</td>
<td>3</td>
<td>School Leadership, Culture and Ethics</td>
</tr>
<tr>
<td>EDLE 6493</td>
<td>3</td>
<td>School Improvement/Reform</td>
</tr>
<tr>
<td>EDLE 6633</td>
<td>3</td>
<td>School Leadership and Community Collaboration</td>
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**Research**

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<tbody>
<tr>
<td>EDLE 6853</td>
<td>3</td>
<td>Research Traditions in Educational Leadership</td>
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**And 6 hours selected from:**

<table>
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<tr>
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<tbody>
<tr>
<td>SCFD 6123</td>
<td>3</td>
<td>Qualitative Research I</td>
</tr>
<tr>
<td>SCFD 6193*</td>
<td>3</td>
<td>Qualitative Research II</td>
</tr>
<tr>
<td>REMS 6003*</td>
<td>3</td>
<td>Analysis of Variance</td>
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<tr>
<td>REMS 6013*</td>
<td>3</td>
<td>Multiple Regression Analysis in Behavioral Studies</td>
</tr>
<tr>
<td>REMS 6373*</td>
<td>3</td>
<td>Program Evaluation</td>
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<tr>
<td>REMS 5373*</td>
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<td>Educational Measurement</td>
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**Fieldwork**

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<tbody>
<tr>
<td>EDLE 6883</td>
<td>3</td>
<td>Internship in Education I</td>
</tr>
<tr>
<td>EDLE 6893</td>
<td>3</td>
<td>Internship in Education II</td>
</tr>
<tr>
<td>EDLE 6910</td>
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<td>Practicum</td>
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**Emphasis Core**

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<tbody>
<tr>
<td>EDLE 6353</td>
<td>3</td>
<td>The Superintendency</td>
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<tr>
<td>EDLE 6363</td>
<td>3</td>
<td>Special Topics in School Finance Policy</td>
</tr>
<tr>
<td>EDLE 6423</td>
<td>3</td>
<td>The Politics of Education</td>
</tr>
<tr>
<td>EDLE 6453</td>
<td>3</td>
<td>Special Topics in Education Law</td>
</tr>
<tr>
<td>EDLE 6603</td>
<td>3</td>
<td>Organization Theory</td>
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**Cognate**

**Suggested Courses:**

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<tbody>
<tr>
<td>EDLE 6393</td>
<td>3</td>
<td>The Human Factor in Administering Schools</td>
</tr>
<tr>
<td>EDLE 6710</td>
<td>3</td>
<td>Coordinated Research Seminar</td>
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<tr>
<td>EDTC 5773</td>
<td>3</td>
<td>Systems Management</td>
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<tr>
<td>REMS 6373</td>
<td>3</td>
<td>Program Evaluation</td>
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**Dissertation**

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<th>Description</th>
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*Note: Cognate and any additional courses must be approved by the student's committee.

*Denotes classes with prerequisites