



## 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.

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.  
If you do not pay your application fee during the Apply Texas process, you may pay your application fee online in your myLeo account once you have received your student id no. and password email.
- iii) An official 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. We cannot accept copies of transcripts. International students must provide an official transcript and if the transcript is not in English, a translation by the transcript university into English is required and a copy of the diploma for all degrees.
- v) Reference forms: Four letters of recommendation are required, two of which should hold doctoral degrees. 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 requires **ONLY two** letters of recommendation total; one or both of the references should hold a doctoral degree.  
The PhD in Educational Psychology requires **ONLY three** letters of recommendation total; at least one of the references should hold a doctoral degree.
- vi) Work Experience and Goals Statement Form. Attach a resume, too.
- vii) 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, a bank statement showing \$27,000 USD or more, and a sponsor's statement.

#### **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).

**All other documents will be able to be uploaded through your myLeo, emailed, or regular mail.**

**If you have any questions concerning the application process, please contact Vicky Turner, Doctoral Degree Coordinator, at 903/886-5167 or email address: [vicky.turner@tamuc.edu](mailto:vicky.turner@tamuc.edu).**

Please carefully review your application checklist in your myLeo to verify all documents required for your application file have been received.

**\*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. **This program is fully online and not available to international applicants.**

**\*Higher Education applicants:** 1. **A writing sample.** The writing sample should be a research-based document consisting of a minimum of 10 pages, using APA Style Manual (6<sup>th</sup> ed.) on the topic of **Privatization of Public Higher Education in America**. The sample must contain a reference list at the end with corresponding in-text citations. The sample must exhibit the applicant's writing skills. 2. A professional vita/resume. **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>

<b>Program</b>	<b>Application submission deadline (application will close in Apply Texas the day after this date)</b>	<b>Complete application file deadline (all required documents received by Graduate School by this date)</b>
<b>PhD Counseling</b>	<b>Fall admission not available</b> Spring: September 1 Summer: February 1	Spring: September 15/ interviews 1 <sup>st</sup> Friday in October Summer: February 15/ interviews 1 <sup>st</sup> Friday in March
<b>PhD English</b>	May 1 for fall admission November 15 for spring admission April 1 for summer admission	May 15 for fall admission December 1 for spring admission April 15 for summer admission
<b>EdD Educational Administration</b> *not available to international applicants	November 1 for spring admission July 1 for fall admission	November 15 for spring admission July 15 for fall admission
<b>PhD Educational Psychology</b>	<u>PRIORITY Admission:</u> Fall: January 15  <u>FINAL Admission:</u> Fall: May 15 Spring: October 1 Summer: March 1	<u>PRIORITY Admission:</u> Fall: January 31/ interviews 3 <sup>rd</sup> Friday in February <u>FINAL Admission:</u> Fall: June 1/ interviews 3 <sup>rd</sup> Friday in June Spring: October 15/ interviews 3 <sup>rd</sup> Friday in October Summer: March 15/ interviews 4 <sup>th</sup> Friday in March
<b>EdD Supervision, Curriculum, and Instruction</b>	April 1 for summer/fall admission May 15 for fall admission November 1 for spring admission	April 15 for summer/fall admission May 30 for fall admission November 15 for spring admission
<b>EdD Higher Education</b> *not available to international applicants	Submit application at least <b>60 days</b> prior to first class day of applied semester.	At least <b>45 days</b> before first class day of applied semester.

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. We will notify you of your admission decision by email. If your file is incomplete by the above deadline, you can request us to move your application to a future term.

### **PROGRAM INFORMATION**

#### **PhD in Counseling**

The Ph.D. in Counseling is a nationally accredited program (CACREP) that provides students with advanced clinical training and supervision as well as opportunities for scholarly activity in the field of counseling. A primary focus of the program is to equip students to become counselor educators. Students who pursue this degree usually want one or more of the following from the program.

- Advanced clinical training that will better equip students to become private practitioners or directors of clinical agencies
  - Training in supervision that will enable licensed professional counselors to become board approved supervisors
  - Preparation to become counselor educators
- 
- 

#### **PhD in English**

The PhD in English is designed for students who wish to teach on the college level. The degree combines class work focused on either Critical Literacy (literature) or Written Discourse (Composition Studies) with extensive practical and theoretical work in teaching. With experience in tutoring, classroom teaching, and computer-assisted instruction (including digital media), our students receive an extensive preparation for the profession so they are ready to take their places as both teachers and scholars once they have completed their doctorate. Upon completion of the degree, they will be able to speak about teaching with sophistication that arises from a powerful combination of theory and practice.

In addition, doctoral students plan, arrange, and participate in conferences held on campus; tutoring in one of the best writing centers in the region; work on international, peer-reviewed journals; and are mentored and encouraged to publish original scholarship as well as present at regional and national conferences.

---

---

#### **Edd in Educational Administration:**

**FULLY ONLINE PROGRAM:** This program is fully online and not available to international applicants.

The Department of Educational Leadership offers the Doctor of Education in Educational Administration. The Doctor of Education degree is designed for a *K-12 public school administration* emphasis. Graduates of the doctoral program often pursue leadership positions in schools, districts, and state agencies.

Educational Administration Doctoral Program coursework includes preparation in foundations of educational administration, governance of educational organizations, advanced organizational behavior, research methods, administration of instructional programs, program evaluation for school leaders, ethics and philosophy, economics of education, and dynamics of change. Doctoral students participate in a residency that is designed to promote meaningful and continuous study in the field of scholarship, to provide for a diversity of experiences supporting intellectual growth and professional development, and to promote regular interaction between the student and faculty members.

Students may choose to apply to take school superintendent certification courses while pursuing the doctoral degree. The Superintendent Certification Program contains coursework for candidates holding a master's degree and standard principal certification. Candidates complete courses designed to meet national advanced leadership standards for visionary, ethical, political, collaborative, instructional, and organizational school district leadership. This certification program is designed to develop candidates who will meet the competencies assessed by the State Board of Educator Certification TExES examination for the Standard Superintendent Certificate. Doctoral program applicants have generally completed a master's degree in educational administration and principal certification coursework. The department encourages applications from candidates with strong academic achievement and scholarship ability, leadership abilities, and commitment to education.

---

---

#### **PhD in Educational Psychology**

The Educational Psychology doctoral program has its focus on Cognition and Instruction. The program has a cognitive science perspective with a strong foundation in methodology. Interdisciplinary activities are promoted, especially those related to current technology and instructional design. These emphases are intended to prepare students to apply, integrate, and construct knowledge across a variety of occupational, educational, and content matter domains that involve research or evaluation. Graduates of the program are educated to understand human cognition; conduct research; and employ technology to promote effective learning and training. Coursework is offered each semester, including summers. A limited number of courses are

available online. The program is not available as "distance education," but the combination of online and summer courses may make it viable for non-traditional doctoral students.

---

### **Edd in Supervision, Curriculum & Instruction**

The mission of the Supervision, Curriculum, and Instruction Doctor of Education Program is for graduates to acquire the knowledge commensurate with professionals terminally degreed in the field of curriculum and instruction, and to serve as experts and conduct research related to a curriculum and instruction knowledge base. The supervision, curriculum, and instruction knowledge base is founded on current and historical understandings of pedagogy and research.

Graduates of the Supervision, Curriculum, and Instruction Doctoral Program will be able to apply their knowledge base appropriately in professional situations. Their metacognitive knowledge base enables them to serve as educational experts who analyze and evaluate educational situations. Graduates will also be able to synthesize and conduct research founded on current and historical understandings of pedagogy and research, which will result in innovations that produce exceptional achievement by students at all levels.

Upon completion of the doctoral program, graduates will assume educational leadership roles in a variety of venues such as public schools, regional educational training facilities, research and development centers, and the educational publishing industry. Graduates will also be qualified to teach in colleges and universities. Applicants are required to have at least 3 years of teaching experience.

### **Edd Higher Education:**

**FULLY ONLINE PROGRAM:** This program is fully online and not available to international applicants.

---

The Doctor of Education in Higher Education (previously the Supervision, Curriculum, & Instruction-Higher Education) is designed to prepare people for careers as faculty and administrators in community colleges and universities. The Higher Education program is the only one in Texas, and one of only 10 in the entire country that offers a graduate degree in college teaching. The degree requirements include 90 credit hours beyond the bachelor's degree or 60 credit hours beyond the master's degree (not including the 12 hours of dissertation). Components of the degree include an education foundation core and course work in both college administration and college teaching. Recipients of this degree have made Texas A&M University-Commerce a leader in the state in producing college faculty, deans, and college presidents.



**STATEMENT OF GOALS FOR DOCTORAL APPLICANT**

Name \_\_\_\_\_ Student ID no. \_\_\_\_\_

Information requested below is needed by the departmental admissions committee to properly evaluate prospective doctoral applicants. You may attach an additional page or resume if necessary.

**WORK EXPERIENCE (start with present position):**

<b>Position</b>	<b>Employer and Location</b>	<b>Dates</b>

**STATEMENTS OF GOALS BY APPLICANT:**

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

2. What do you hope to accomplish professionally in the next five years?

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Texas A&M University-Commerce**  
**Reference for Admission to Doctoral Program**  
**The Graduate School**

**TO BE COMPLETED BY APPLICANT**

**ID no.** \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address: \_\_\_\_\_

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.

<b>QUALIFICATIONS</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>No basis for judgment</b>
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 as doctoral candidate					

In addition to the above evaluation, please provide a statement appraising the applicant's promise of success in a doctoral program. You may use the back of this form if necessary.

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

Name typed or printed \_\_\_\_\_ Position \_\_\_\_\_

Do you hold a doctoral degree? Yes \_\_\_\_\_ No \_\_\_\_\_ Email: \_\_\_\_\_

**Please return this form to** The Graduate School, Texas A&M University-Commerce, Commerce, Texas 75429-3011 or email to [Vicky.Turner@tamuc.edu](mailto: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?

\_\_\_\_\_

<b>DEGREES</b>	<b>MAIN OFFICE</b>	<b>STUDENT ADVISOR</b>	<b>CONTACT</b>
<b>COUNSELING</b>	Marilyn Lewis <a href="mailto:Marilyn.Lewis@tamuc.edu">Marilyn.Lewis@tamuc.edu</a>	Dr. Steve Armstrong	<a href="mailto:Steve.Armstrong@tamuc.edu">Steve.Armstrong@tamuc.edu</a>
<b>ENGLISH</b>		Dr. Karen Roggenkamp	<a href="mailto:Karen.Roggenkamp@tamuc.edu">Karen.Roggenkamp@tamuc.edu</a>
<b>EDUCATIONAL ADMINISTRATION</b>	Dr. Jane Clark/ <a href="mailto:Jane.Clark@tamuc.edu">Jane.Clark@tamuc.edu</a>	Dr. William Holt	<a href="mailto:William.Holt@tamuc.edu">William.Holt@tamuc.edu</a>
<b>EDUCATIONAL PSYCHOLOGY</b>	Tabitha Triplett/ <a href="mailto:Tabitha.Triplett@tamuc.edu">Tabitha.Triplett@tamuc.edu</a>	Dr. Curt Carlson	<a href="mailto:Curt.Carlson@tamuc.edu">Curt.Carlson@tamuc.edu</a>
<b>SUPERVISION, CURRICULUM, &amp; INSTRUCTION</b>	Tammia Martin/ <a href="mailto:Tammia.Martin@tamuc.edu">Tammia.Martin@tamuc.edu</a>	Dr. David Brown Dr. Martha Foote	<a href="mailto:David.Brown@tamuc.edu">David.Brown@tamuc.edu</a> <a href="mailto:Martha.Foote@tamuc.edu">Martha.Foote@tamuc.edu</a>
<b>HIGHER EDUCATION</b>	Margo Bahr/ <a href="mailto:Margo.Bahr@tamuc.edu">Margo.Bahr@tamuc.edu</a>	Dr. SeungWon Yoon	<a href="mailto:SeungWon.Yoon@tamuc.edu">SeungWon.Yoon@tamuc.edu</a>

Revised: July 2, 2019

**ADMISSION PACKET**  
**DOCTORAL PROGRAM 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

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

## **PhD-Counseling** **ESSAY FORM SHEET**

### **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 import 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](mailto:Vicky.Turner@tamuc.edu)