MEMORANDUM

To: Doctor of Education (Ed. D.) Applicants
From: Doctoral Faculty in Educational Leadership
Re: Doctoral Program Application Process

Thank you for your interest in the doctoral program. As you may or may not know, our doctoral program was designed with an emphasis on the educational leader as scholar-practitioner. We are excited about the opportunity to work with individuals who are interested and committed to pursuing a doctorate in education with emphasis in educational leadership. The cohort design of the doctoral program will enable students and faculty alike to engage in doctoral studies as they learn together, with the idea that we are all part of a learning community.

As you move forward in your decision to be a part of the next doctoral cohort, please complete the required application materials and return to the appropriate office. If there is any assistance we can provide during the application process, please feel free to call our office. Enclosed you will find all the necessary materials and forms for completion and return. Before your application for admission to the program can be considered, we require:

1. Application to the Graduate School at this site: [https://www.applytexas.org/adappc/gen/c_start.WBX?s_logon_msg=Y](https://www.applytexas.org/adappc/gen/c_start.WBX?s_logon_msg=Y)
2. Official transcripts of all college/university credits
3. Completion of Master’s Degree in Education or related field
4. Verbal and quantitative scores on the Graduate Record Examination (GRE). The GRE must be completed prior to application and the presented scores must be recent—within the last 10 years.
5. Application to the doctoral program.
6. Names, addresses, and telephone numbers of four references:
   i. an immediate or past employer or supervisor, and/or
   ii. a professional colleague, and/or
   iii. a professor in graduate work, and/or
   iv. a community member or personal reference
7. A current resume
8. A leadership profile (please see enclosed direction sheet).
9. **DEADLINE FOR APPLICATION:** February 15th and if openings remain, the final application deadline is April 15.

Review carefully all application materials and forms, completing each with all required information. The Leadership Profile as well as other professional information should be submitted in typewritten form.

Please return official transcript, and GRE scores to:

The Graduate School  
Stephen F. Austin State University  
P. O. Box 13024-SFA Station  
Nacogdoches, TX 75962-3024

Please return the doctoral program application, list of references, current resume, and leadership profile to:

Doctoral Program Coordinator  
Department of Secondary Education and Educational Leadership  
Stephen F. Austin State University  
P. O. Box 13018-SFA Station  
Nacogdoches, TX 75962-3018

Note: All materials inclusive of transcripts and GRE scores (within the last 10 years) must be received prior to being considered for the program. Direct any questions related to the application process to the Doctoral Program Coordinator (Dr. Patrick Jenlink, 936-468-2908 or pjenlink@sfasu.edu), Department of Secondary Education and Educational Leadership. Again, thank you for your interest and we look forward to working with you in the future.