

Dear Ph.D. Applicant:

This letter is in response to your inquiry about the doctoral program in Educational Administration. We are pleased to report that the Educational Administration faculty welcomes new doctoral students. A careful screening process is implemented as we make decisions about admissions, using the following information: history of academic success, Graduate Record Examination (GRE) scores (both verbal and quantitative), ability to write with clarity and purpose, evidence of a successful career in education, references, and evidence of willingness and ability to meet the challenges of a rigorous program.

Included in this email or enclosed is a description of our program that should answer most of your questions. If you are interested in applying you should submit the materials described on the first page of the program description. The steps for you to follow are:

1. Complete your ISU Graduate Application on line (paying by credit card) at <http://www.grad-college.iastate.edu/applying/applications.html>. Contact the institution(s) you have attended and have them send your official transcripts to Judy Weiland, ELPS Records Analyst (N243 Lagomarcino Hall, ISU).
2. Select four people with whom you worked to complete Candidate Support Forms: your immediate supervisor, a colleague (such as a fellow administrator or teacher), an individual you supervise, and your major professor from your Masters program (or another professor if she/he is not available).
3. Submit a current resume and a brief goals statement.
4. Submit GRE scores. If you need more information about taking the GRE please contact Judy Weiland, Record Analyst at 515-294-1241.
5. *Make arrangements with me at 515-294-4871 to take the proctored writing examination. You may have this exam proctored by your supervisor or a central office secretary.
6. A reference check will be conducted with your immediate supervisor unless you contact us with an alternative reference and a rationale for the alternate.
7. *An interview will be conducted with at least two members of the educational administration faculty. On-campus interviews are preferred so candidates can also meet current students and better assess their fit with the program; however, if other circumstances preclude a campus visit, a telephone conference call can be arranged.

*Candidates who have completed the PreLead or CAS programs at Iowa State may be waived from the interview and/or the writing exam by one or more ISU professors familiar with their ability.

If you have not already done so, please contact me at your earliest convenience to discuss the program requirements and any questions you may have. You may reach me by phone (515-294-4871) or e-mail (fhernand@iastate.edu). I look forward to receiving your application.

Respectfully,

Frank Hernandez, Assistant Professor
Educational Administration Ph.D Coordinator
Enc: Description of Doctoral Program