



West Texas A&M University

Educational Leadership

Admission to the Educational Leadership Program

Instructions for admission to the University, the Graduate School, and the EDLD Program

- All communications should be conducted with your faculty adviser (listed in the cells of the table below).
- Submit all required documents in steps 2 through 8, as applicable to your program, via attachment to a **single email** to your adviser. **Do not submit any documents until you have been assigned a Buff ID number by the university.**
- Select the degree or certification program (last 4 columns in the table below) that meets your needs and complete steps 1 through 8 below:

Steps to University, Graduate School, and Educational Leadership Program Admission		M.Ed. Only – No Certification	M.Ed. + Principal Certification	Principal Certification Only	Superintendent Certification Only
1.	Complete all University and Graduate School admission steps. <i>There is no GRE requirement for the EDLD program.</i> (View checklist)	Apply to University and Graduate School Now	Apply to University and Graduate School Now	Apply to University and Graduate School Now	Apply to University and Graduate School Now
2.	Submit the following via scanned email attachments: a. Service record (from your school district's HR office) b. Unofficial college/university transcripts c. Professional resume d. Two letters of recommendation on official letterhead (one must be from your current or most recent supervisor if employed)	Admission decisions are made using the Educational Leadership Applicant Scoring Rubric Email documents a, b, c, d, and e to:			
		Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu
3.	Complete the Transcript Evaluation Form (TEF) . <i>Download form > enter requested information (gray boxes)</i>	Email completed TEF via email attachment to:			
		Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu
4.	Complete the Professional Admission Information form. <i>Complete (a) candidate admission information, (b) contact information, and (c) professional certification sections per instructions in #10.</i>	Email completed PIA via email attachment to:			
		Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu
5.	Complete your part (all gray boxes) of the applicable certification plan: Principal or Superintendent (including gray boxes in table at bottom of the page) <i>Download appropriate form > enter requested information (gray boxes)</i>	N/A	N/A	Email certification plan to:	
				Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu
6.	Read the Code of Ethics for Texas Educators and digitally sign the Ethics Form . Pictures and jpeg files are not acceptable.	Email digitally signed Ethics Form as an attached document to:			
		Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu
7.	Provide the link to your Texas educator certificate within the body of your email.	N/A	Email link to:		
			Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu
8.	Complete your part (all unfilled boxes) of the Degree Information Form . <i>Download appropriate form > enter requested information > email form to adviser as an attachment</i>	Email completed Adviser Agreement as an attached document to:			
		Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Ray Barbosa rbarbosa@wtamu.edu	Dr. Gary Bigham gbigham@wtamu.edu

Application Requirements Checklist

Level	Requirements Checklist
University & Graduate School	<p>The steps for admission to the University and the Graduate School are provided on the Graduate Applicants page of the WTAMU website.</p> <ol style="list-style-type: none"> 1. Payment of application fee 2. Submission of either the Texas Common Application or the WTAMU Graduate School Application (preferred) 3. Submission of the appropriate Bacterial Meningitis form 4. Official transcripts from all post-secondary institutions attended must be sent to the address provided on the Graduate Applicants webpage
EDLD Program	<p>The following should all be included with a single email to your assigned Adviser.</p> <ol style="list-style-type: none"> 5. Service Record 6. Unofficial post-secondary transcripts (from all institutions attended except WT) 7. Professional resume 8. Two letters of recommendation on official letterhead 9. Completed Transcript Evaluation Form (TEF) 10. Completed Professional Admission Information (PIA) form <ol style="list-style-type: none"> a. Make no entries into the checklist at the top of the page. b. TEA ID is located in your TEAL account. c. Leave program admission date blank. d. Leave GPA lines blank. e. Creditable years of creditable teaching experience should match only the CLASSROOM TEACHING experience as listed on your service record. 11. Appropriate Education Plan (degree plan (completed online or certification plan - Principal or Superintendent) 12. Signed Ethics Form 13. Link to your Texas Educator Certificate 14. Completed and signed Degree Information Form

Scroll down to view the EDLD Applicant Admission Scoring Rubric

or

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Educational Leadership Applicant Admission Scoring Rubric

Admission Criteria	Scoring Criteria				Score Awarded
	3	2	1	0	
Tier 1 – Graduate School and Department of Education					
Overall GPA (Highest of overall undergraduate GPA or last 60 hours of undergraduate + graduate credit)	3.5 to 4.0	3.0 to 3.49	2.75 to 2.99	< 2.75	**Comprises 1/3 of overall admission score
	Full Admission		+Conditional Admission	Admission Denied	
	Graduate School minimum standard = 3.00		Dept of Ed minimum standard = 2.75		
Tier 2 – Educational Leadership Program					
Professional Resume	Highly professional, well-organized, logically flowing, comprehensive, communicates strong potential as a current/future educational leader	Professional, organized, comprehensive, communicates potential as a current/future educational leader	Somewhat professional, mostly organized, comprehensive, communicates some potential as a current/future educational leader	Unprofessional, unorganized, communicates little or no potential as a current/future educational leader	Comprises 1/3 of overall admission score
Letters of Recommendation	Both letters are highly supportive of the candidate, citing examples of why the candidate should be admitted to the program	Both letters are fairly neutral, yet written with a positive connotation; OR one letter is positive whereas the other is neutral	Both letters are fairly neutral, yet written with a negative connotation; OR one letter is negative whereas the other is neutral	Neither letter is particularly supportive of the candidate, nor do they recommend that the candidate be admitted to the program	Comprises 1/3 of overall admission score
Final Score					100%

+ Conditional admission considered only when Tier 2 materials strongly suggest candidate success in completing program.

++ If GPA < 2.75, admission is denied with no option for conditional admission without regard for Tier 2 scores.

Educational Leadership Admission Scale

Excellent applicant	8-9
Promising applicant	5-7
**Weak applicant	3-4
Deny admission	0-2

** Weak candidates are admitted only after program faculty meets to jointly review application materials and agrees on program admission status. An interview with the applicant may be required by program faculty in making final admission decision.

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