

6. Official Graduate Record Examination (GRE) score report, submitted to the Graduate School (an unofficial copy may be used by the Doctoral Committee in initial screening);
7. Three letters of recommendation from persons sufficiently acquainted with the applicant's ability and his or her potential to successfully complete a doctoral program;
8. Original written essay demonstrating strong writing skills that includes the following: autobiography, professional aspirations and achievements and how obtaining the Ph.D. in Educational Leadership will enhance the applicant's ability to affect change in the educational arena; and
9. If a foreign student, submission of official results from the Test of English as a Foreign Language (TOEFL). A score of 600 or higher is mandatory.

Preferences:

1. A minimum of 3 years teaching experience in public or private institutions;
2. A Grade Point Average (GPA) of 3.0, or higher, on four-point scale on all completed undergraduate coursework;
3. Master's degree in Educational Leadership/Administration or related fields. A Secondary preference is given to applicants who are certified administrators and have a minimum of 2 years administrative experience;
4. A Grade Point Average (GPA) of 3.5, or higher, on a four-point scale in all completed graduate course work;
5. Graduate Record Exam (GRE) Verbal and Quantitative scores in the higher percentiles;
6. Demonstrated evidence of scholarly activity that includes: publications, presentations at conferences, and grantsmanship;
7. Graduate research methods course (if not taken, course must be completed); and
8. Graduate statistics course (if not taken, course must be completed).

Completion of Entrance Requirements

Students enrolled in non-degree/special or provisional status may take no more than 12 semester hours prior to attainment of unconditional admission, and must attain unconditional status within four school terms from the time of their first enrollment (three regular and one summer semester). If unconditional status has not been attained within that time frame, the student will be dismissed from the program. Provisionally admitted students may withdraw from no more than three courses during their initial probationary status. Unconditional admission will require completion of all university requirements. Discovery of enrollment completed in violation of these requirements may result in permanent bar from enrollment in the Administration/Counseling Program.

TRANSFER CREDIT

Either transfer or continuing students may transfer credit from other universities to Prairie View A&M University; however, the grade of "C" will not be accepted for transfer credit. Additional guidelines are indicated below:

- a. Transfer students, newly admitted, may apply up to six hours of graduate credit earned at another accredited institution to their Prairie View A&M University program. Transfer requests should be made during the first semester of enrollment at Prairie View A&M University and included in the degree plan. Coursework taken at the University or other institutions expires at the end of six years.
- b. Continuing students may request transfer of up to six hours of credit from other universities to the Administration/Counseling program for substitution for Prairie View courses provided:
 1. The official catalog description of the courses is furnished to the Department of Educational Leadership and Counseling Coordinator for review at least two weeks prior to the final registration day of the semester in which the course is to be taken.
 2. The Prairie View A&M University Program Coordinator approves the courses for transfer credit prior to enrollment.
 3. Subsequent to completion of the course, the student must have the University where the course was taken furnish the Office of Graduate Programs and the Program Coordinator with either an official course grade report or a transcript that reflects the official grade. (Instructor submissions to the Office of Graduate Programs or the Registrar will not suffice.)
 4. If prior to enrollment in the transfer course, the student has not made a grade of "C" or below in the Prairie View A&M University course which is equivalent to the transfer course.
 5. The continuing student is in good standing in the Department--unconditionally admitted and with a minimum GPA of 3.0.

Incomplete "I" Grade

The grade of "I", incomplete, is assigned to students who are unable to complete a course due to circumstances beyond their control. For lecture, seminar, independent study, and similar organized instruction courses, the student must complete the work necessary to remove the grade of "I" in one calendar year from the semester in which the "I" was awarded. All grades of "I" in courses that are included in the requirements for a degree must be replaced with a grade acceptable in the program. Students are not to re-enroll in a course for which a grade of "I" has been recorded.

In Progress "IP" Grade

An "IP", in progress, is assigned to thesis, dissertation, internship, project, and practicum provided the student remains enrolled and makes satisfactory progress as certified by the committee chair, dean and director/coordinator of graduate program. The time allocated for removal of the "IP" shall be the same as the maximum time for completion of a degree or certificate.