



October 19, 2009

Dear EdD Applicant,

Thank you for your interest in the UTC EdD in Learning and Leadership program in Chattanooga, TN! We look forward to receiving your completed application. Submit all completed forms in ***one complete packet*** by **February 26, 2010**. A checklist of required application items is provided for your reference.

IT IS IMPORTANT FOR YOU TO SUBMIT ALL APPLICATION MATERIALS INCLUDING GRE SCORES, RECOMMENDATION LETTERS, AND TRANSCRIPTS BY FEBRUARY 26, 2010. LATE APPLICATIONS OR INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.

Every applicant is required to take the General Graduate Record Exam (GRE). This requirement cannot be waived. If you have not taken the exam in the past five years, please make arrangements to take it immediately at your local testing center -- ***do not delay***. Likewise, you should immediately order official transcripts from every institution attended, regardless of whether or not a degree was awarded. You may include sealed transcripts in your application packet or request that transcripts be sent directly to the UTC Graduate School office.

We look forward to receiving your application materials and extend our best wishes as you take this important step toward enhancing your professional career.

Sincerely,

John A. Freeman

John A. Freeman, Ph.D.
Department Head

Stephanie Bellar

Stephanie Bellar, Ph.D.
Interim Dean, UTC Graduate School



Overview of the Admissions Process EdD at Chattanooga 2010

Required qualifications for program admission:

- A Master's degree from a regionally accredited institution
- Grade point average of 3.0 on all prior graduate work
- Minimum of two years work experience in an organizational setting

1. Application materials are to be submitted in **one complete packet** by **February 26, 2010**, to the UTC Graduate School at the following address:

**UTC Graduate School
615 McCallie Avenue
Attn: Mark Fairchild
Dept. 5305, Race Hall 103
Chattanooga, TN 37403**

2. Applicants will receive a letter of acknowledgment from the UTC Graduate School which will include a list of any missing application items. If you have questions regarding your application status, contact Mr. Mark Fairchild at 423.425.1780/ (Mark-Fairchild@utc.edu) or Ms. Becca McCashin at 423.425.5445/ (Becca-Mccashin@utc.edu).
3. Complete applications will be routed to the doctoral faculty committee for review. The departmental Program Coordinator will contact a select number of applicants via email to schedule a personal interview with members of the UTC doctoral faculty.
4. Following interviews, the doctoral faculty committee will recommend candidates for admission to the Fall 2010 cohort of the EdD in Learning and Leadership program in Chattanooga. Applicants will be notified of their admission status in late spring via letter from the UTC Graduate School.
5. The newly admitted cohort will begin course work in Fall 2010. Specific information regarding orientation activities will be included in the acceptance letter.



Application Instructions EdD at Chattanooga 2010

EDD INFORMATION FORM

Please provide all information requested. Provide a reliable telephone number where you may be reached and an e-mail address which you check regularly. Our department will communicate primarily via email.

List all professional work experience as well as all of your professional leadership experiences. These do not necessarily need to be experiences in which you held a formal or professional leadership title and may include experiences which were part of your overall responsibilities listed under professional experience.

ONLINE GRADUATE SCHOOL APPLICATION

To access, visit: [Admissions Login: Click link "First Time User Account Creation"](https://ssb.utc.edu/cbanpr/bwskalog.P_Dis>LoginNon</p></div><div data-bbox=)

Select Application Type: E: First time attending UTC graduate program

G: Earned previous graduate degree(s) at UTC

Admission Term: Fall 2010

Enter all information required on checklist (fields marked with red asterisk are required)

Planned Course of Study: PEDD Learning and Leadership

Additional Information: Test required is GRE

APPLICATION FEE

If you have not previously attended UTC at the graduate level, you will be required to pay a non-refundable application fee: \$30 (domestic) or \$35 (international). The application fee may be paid online via credit card when completing the Online Graduate School Application (link above).

OFFICIAL TRANSCRIPTS

Please note that the UTC Graduate School requires **one official transcript from every institution attended, even if a degree was not awarded**. Photocopies, advisement copies, or student copies will not be accepted. Official transcripts must show the masters degree (or higher degree) conferred as well as any other work taken at institutions of higher learning. You may ask the registrar to send transcripts directly to the Graduate School (Attn: Mark Fairchild) at UTC. Some colleges may issue an official transcript in a sealed envelope directly to you. If so, you may include it with your application packet so long as it is unopened with the original seal intact or with the registrar's signature across the envelope flap. No applicant will be accepted without official transcripts on file.

Note: UTC alums **do not** need to submit official transcripts for course work earned at UTC.

ADMISSIONS TEST (GRE)

You are required to submit an official score report for all three subtests of the General Test of the Graduate Record Examination (GRE): verbal, quantitative, and analytical writing. The GRE scores can be no more than five years old; the Educational Testing Service (ETS) destroys reports after five years. The cost of the General Test of the GRE is currently **\$150.00**. The official score report should be mailed to the UTC Graduate School directly by the Educational Testing Service. The UTC reporting code for the GRE test results is **R1831**. For more information on the GRE, please visit: <http://www.gre.org>

The computer-based test can be scheduled in the vicinity of southeastern TN at:

Prometric Testing Center
4295 Cromwell Road
Jersey Pointe Business Park
Suite 309
Chattanooga, Tennessee 37421
(423) 894-6249

Prometric Testing Center
9050 Executive Park Drive
Bldg A - Suite 100
Knoxville, Tennessee 37923
(865) 690-2677

Tennessee State University
Avon Williams Campus
330 10th Ave North
Room 220
Nashville, Tennessee 37203
(615) 963-7386

International Applicants:

The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required of all applicants whose native language is not English. A paper-based TOEFL score of 550 or above is required (Computer based minimum score: 213; Internet test minimum score: 79). An IELTS score of 6.0 or higher is required. The admission process for international students includes additional requirements not listed here. For details, visit: <http://www.utc.edu/Administration/InternationalStudents/>

LETTERS OF RECOMMENDATION

Three letters of reference from persons familiar with your professional or academic work are required. At least one letter must be from someone who can assess your academic work and at least one from someone who can assess your professional work. **Use the cover sheet provided in the application for each letter of recommendation. Indicate whether you DO or DO NOT waive access to the contents of the recommendation letter. Provide a signed copy of the cover letter to each of your evaluators.** Ask the evaluator to return the recommendation letter to you sealed in the envelope with his/her signature across the seal of the envelope. Include all three sealed letters of recommendation in your application packet. It is the responsibility of the applicant to assure that the evaluator adheres to the application deadline.

STATEMENT OF PURPOSE ESSAY

Write a 3-5 page (approximately 800-1300 words) essay addressing the following items:

1. What do you hope to accomplish as a result of completing this degree?
2. How does entering this degree program at this time make sense in your professional development, particularly in the area of leadership?
3. Where and how do you see yourself as a professional in the years ahead?
4. What do you see as the strengths of this degree program?
5. What strengths do you believe you can bring to this degree program?

The essay should be prepared with one-inch margins, 12-point standard font and double-spacing. Use only one side of the page. Number each page and include your full name at the top.

CERTIFICATION

Please sign and date the information form after completing all requested fields. Please check to be certain that your application packet is complete. Mail all required materials, preferably in one packet, to:

**UTC Graduate School
615 McCallie Avenue
Attn: Mark Fairchild
Dept. 5305, Race Hall 103
Chattanooga, TN 37403**



Information Form EdD at Chattanooga 2010

I. PERSONAL INFORMATION

You may either print these forms and legibly print your responses OR type directly in the interactive text fields below.

Name _____

Current Mailing address _____

Telephone Number _____

Primary E-mail Address _____

Secondary E-mail Address _____

- Is this your first time applying to the EdD at UTC?
- Yes
 - No

II. EDUCATIONAL INFORMATION

This information is to be listed on this application. All information will be verified against official transcripts before admission can be made.

List all degrees earned beyond high school graduation

Name of School	City/State	Degree/major	Year	Cumulative GPA
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Additional coursework taken after your last degree (if applicable)

Title/Course#	Name of School	Grade Received	Date Taken
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III. ADMISSIONS TEST (GRE)

You must submit three sub-test scores on the General Test of the Graduate Record Exam (GRE). Test must have been taken within five years of application. See application instructions for details.

Date of Test (day/month/year) _____

GRE Verbal Score _____

GRE Quantitative Score _____

GRE Analytical Writing Score _____

IV. WORK EXPERIENCE

Professional Experiences

Name of Organization	Job Title/Responsibility	Dates	Immediate Supervisor
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Leadership Experiences

Name of Organization Job Title/Responsibility Dates Immediate Supervisor

Other Relevant Work Experiences

Name of Organization Job Title/Responsibility Dates Immediate Supervisor

Professional Honors and Accomplishments [maximum of three]

Professional Publications/Presentations [maximum of three]

V. LETTERS OF RECOMMENDATION

Three [3] letters of recommendation must be submitted to complete your application file. Letters must be sealed with the recommender's signature across the seal of the envelope.

Use the form provided and sign the affidavit of disclosure (waive/do not waive access).

A. Individual writing academic reference

Name, position, address, telephone, e-mail

B. Individual writing professional reference

Name, position, address, telephone, e-mail

C. Individual writing third reference

Name, position, address, telephone, e-mail

VI. CERTIFICATION

I certify that all statements made on this application form are accurate.

Signed _____ Date _____



Application Checklist EdD at Chattanooga 2010

****Application Deadline: 2/26/10****

- EdD Information Form
- Graduate School Application (online)
- Application fee* (\$30.00 domestic/\$35.00 international)
- One (1) official transcript for every institution attended**
- Official GRE Score Report
- Statement of Purpose Essay
- Three (3) letters of reference in sealed envelopes (use form provided)
- TOEFL/IELTS Scores (international applicants only)

* If you previously attended UTC at the graduate level, the application fee will be waived.

** If you previously attended UTC, you do not need to submit official transcripts for UTC course work.

Letter of Reference Cover Form EdD at Chattanooga 2010

I (applicant's name), _____, have (circle one)
WAIVED / NOT WAIVED my right of access to any information contained in this evaluation.

Applicant's Signature

The report provided by the individual listed below is confidential to the extent permitted by law

Name of Applicant

Name of Evaluator

Evaluator's Telephone Number

Evaluator's Position

Evaluator's Institution

This report is for the use of the Ed.D. faculty in Learning and Leadership at the University of Tennessee at Chattanooga. It is intended to supplement other references and information that address broad questions of academic suitability and leadership potential of the applicant. A missing report may seriously jeopardize the applicant's chances for admission.

- Please type or word process the reference letter and use one inch margins and only one side of the page. Write the applicant's name at the top of each page of the letter.
- If you have been in a position to judge the applicant's *professional performance*, please describe the professional relationship you have had with the applicant and your judgment of that person's performance. If the institution had a formal procedure for professional evaluation and you know its results, please describe the results. Do not include copies of formal evaluations carried out by other institutions.
- If you have been in a position to judge the applicant's *academic performance*, please describe the academic relationship you had with the applicant and your judgment of that person's academic performance in comparison with other students you have known studying at the same level. Assess the applicant's potential to do academic work at the doctoral level.
- Assess the applicant's potential for future contributions and leadership potential in his/her profession. Return the reference letter to the applicant in a sealed envelope with your signature across the seal of the envelope.

Note: A signed copy of this cover sheet must be attached to each reference letter.

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