

Application Instructions and Eligibility Requirements for Fall 2012

All applicants must apply to the program through the Physical Therapy Centralized Application Service or [PTCAS](http://www.ptcas.org). "P-T-KAS" is a web-based centralized application service that will allow you to use one set of materials to apply to multiple PT programs. You will find our program requirements on the PTCAS web site at <http://www.ptcas.org/TennesseeChattanooga.html>.

Careful reading of the instructions below will help to assure that a complete application packet is submitted. Should you have any questions as you review the instructions and complete the materials, feel free to contact the physical therapy office at (423)425-4747. All information required for the application process may be downloaded at the following web address: <http://www.utc.edu/Academic/PhysicalTherapy/admissions.php>. Upon request, an applicant may also obtain materials via mail by contacting our office.

Application Deadlines and PTCAS Status Definitions

In order to provide the opportunity to receive notification of program admission as early as possible we have established a soft deadline. Applicants should apply through PTCAS and submit materials by the following deadlines. Eligibility and contingency requirements should be carefully noted.

Deadline	Deadline Type	Admission Decisions
Aug 15	Early Decision	September 27
Oct 3	Soft	Late November
Nov 14	Close Date	Mid January

EARLY DECISION- Early decision is a binding option for PTCAS applicants who designate our program an ED candidate. Applicants may apply to only one ED program in PTCAS. In addition to the PTCAS application, applicants must arrange for PTCAS to receive all official U.S. transcripts and fee payment by August 15. If the application, transcripts, or fee arrive after the ED deadline, PTCAS will automatically change the applicant's file from early decision status to "regular" status. Admission decisions for ED candidates will be made by September 27. If accepted by UTC, an ED applicant will not be permitted to apply to any other programs via PTCAS. If UTC denies or moves the applicant's file to "regular" status, then the applicant will be allowed to apply to other programs in PTCAS for an additional fee (\$35 each).

SOFT DEADLINE – With a soft deadline you can still apply to the program after the deadline has passed. However we may give less or no consideration to applicants who apply after the soft deadline. It is possible that our program may move from a soft to a firm deadline at any point during the cycle.

You must arrange for PTCAS to receive your application and **all required materials** (web application, official transcripts, payment and other materials required by the program) by the earliest deadline date. These deadlines are NOT the date by which your verified application must arrive at our program. Due to the verification process, your application may not be delivered to our program for 4-6 weeks after it has been completed. A confirmation email will be sent to the address provided when we receive your application.

PTCAS Application Status Definitions:

In Progress: Application has been created, but has not yet been submitted to PTCAS.

Submitted: Application has been e-submitted to PTCAS, but PTCAS has not yet received all required U.S. transcripts and/or payment.

Complete: Application has been e-submitted to PTCAS and all required payments and U.S. transcripts have been received. (Programs may require additional materials.)

Mailed: Application has been processed and mailed to designated programs.

Undelivered: Application has been sent back to applicant to fix any errors before processing can begin or continue.

On Hold: Application has serious problems or mistakes that need to be discussed with the applicant before any further action can be taken.

Eligibility Requirements

- Minimum cumulative grade point average of 3.0/4.0
- Minimum science grade point average of 3.0/4.0. The nine courses used to calculate the science GPA are:
 - Biology I & II (or a second, higher-level biology course)
 - Chemistry I & II
 - Physics I & II
 - Human Anatomy, Human Physiology
 - Exercise Physiology
- These courses should be appropriate for majors in that discipline. Courses designated for non-majors will not be accepted.
- Completed six of the nine science prerequisites listed above.
- Competitive GRE General Test Scores no more than five years old. The three sections required are verbal reasoning, quantitative reasoning, and analytical writing. College Code 1831. There is no minimum score required, but the typical GRE score for accepted applicants is greater than 1000.
- The GRE test is changing in August 2011. Due to the delay in score reporting, applicants for Fall 2012 must take the GRE by July 31, 2011.
- Two PTCAS references, including one from a licensed physical therapist.
- PT observation hours. See Application Instructions for details.
- [Essential Functions](#)- Physical therapy students must be able to perform, with or without reasonable accommodations, each of these essential functions in order to fully participate in our program (including clinical experiences) and successfully complete the requirements for a doctorate degree in physical therapy. Applicants are asked to certify that they are able to complete each of these essential functions with or without reasonable accommodations as part of the PTCAS application.

Admission Contingencies - Applicants must achieve the following for program admission:

- Earn a bachelor's degree from a regionally-accredited institution prior to beginning the professional program. Degree completion is not required to apply.
- Nine additional hours consisting of - Statistics (3 hours), Introduction to Psychology (3 hours), one additional 200 level (or above) Psychology course (3 hours) with no grade below a "C"
- Maintain a minimum of 3.0/4.0 cumulative GPA
- Maintain a minimum of 3.0/4.0 overall GPA for all remaining prerequisites with no grade below a "C"

- Provide evidence of completing all program prerequisites with a minimum grade of "C" prior to entering the professional program.
- Manually update fall course grades and In Progress courses in PTCAS. Provide a copy of all updated transcripts to PTCAS by January 15. Instructions for PTCAS Academic Update can be found on the PTCAS web site.
- Submit updated transcripts for fall and spring courses to the UTC Graduate School by June 1 and also in August, if taking summer courses.
- One course (1-3 hours) in Medical Terminology is strongly recommended. Accepted applicants who have not completed medical terminology will be required to pass a test during the first week of classes.

Graduate Application Materials

Required Materials - All of the following required materials should be submitted by the PTCAS deadline listed above.

- 1. Physical Therapy Application:** All applicants must apply to our program through [PTCAS](#). Please review the [Prerequisite Coursework Checklist](#) before beginning your application. Confirmation of completed prerequisites is required. All prerequisites must be completed before entering the DPT program. However, only six of the nine prerequisite science courses must be completed to apply. Please review PTCAS guidelines for submission before beginning your application.
- 2. References and Observation Hours:** Volunteer and/or work experience in a physical therapy setting is required. While we do not require or recommend a minimum number of hours, we highly suggest that multiple volunteer opportunities (i.e. pediatrics, outpatient, inpatient) be explored to confirm your interest in physical therapy as a career.
Two references are required. Please select one licensed PT as a reference and request one additional reference from an employer, licensed PTA, healthcare professional or a professor in your major. Follow the instructions provided by [PTCAS](#) in the Reference section of your application. **PTCAS ALLOWS EACH APPLICANT ONLY 4 REFERENCES. PLEASE BE SURE THAT 1 OF YOUR REFERENCES IS FROM A LICENSED PHYSICAL THERAPIST.**

If you should desire to include additional letters of recommendation in your application, you may do so. Such letters may be sent to the Physical Therapy Department or included in your Graduate School Application Packet.

- 3. Official GRE test scores:** GRE General Test scores must be submitted [to the UTC Graduate School](#) offices by the PTCAS deadline.

Our Program's GRE College Code is 1831

Supplemental Materials:

****DO NOT submit the following materials unless requested**** We do not request these materials unless you meet the minimum requirements. Because of this, you will not be on file as an applicant at UTC and your supplemental materials cannot be matched to your PTCAS application until we have received it. Providing your supplemental materials before we request them may result in delays. Please do not submit them until you have confirmation, from our department, that we have received your PTCAS application and that you meet eligibility requirements.

You will be notified by email when we receive your PTCAS application. Instructions to complete the supplemental material will be included if applicable. **All supplemental materials must be submitted within 10 business days of the date of our correspondence.** (Transcripts must be requested from each institution within the 10 day timeline, but may take longer to arrive.)

In addition to the PTCAS application, it is required that **selected applicants** complete all of the following supplemental UTC Graduate School application materials. Again, ****DO NOT submit the following materials unless requested****

1. **UTC Online Graduate School Application and Fee:** The Graduate School application must be completed online at <https://secure.utc.edu/admissions/secure/>. All applicants, both transfer students and UTC students applying to the graduate division must also submit a \$30 application fee.

International Applicants: International students must pay a \$35 application fee and must submit materials required by the university as noted at the following website: <http://www.utc.edu/Administration/InternationalStudents/>.

If needed, contact: Nancy Amberson or Lora Cook, International Student Services, (423) 425-2110 or (423) 425-4348.

2. **Transcripts:** Official copies of transcripts must be obtained from **all colleges or universities attended**. UTC students do not need to provide transcripts to the UTC Graduate School. However, all UTC students must send an official copy of transcripts to PTCAS.

PTCAS WILL NOT forward your transcripts to the Graduate School.

You must send an official copy of your transcripts directly to the UTC Graduate School AND PTCAS.

Applicants may send one packet including all official copies of transcripts with CPR/First Aid certification. However, some institutions do not allow official transcripts to be obtained personally and therefore must be mailed directly to the UTC Graduate School. Official copies of transcripts must be delivered in an envelope bearing the institution's name/insignia and stamped or signed across the seal.

Transcripts may take two to three weeks to obtain. In order to assure a complete application, applicants should request transcripts in a timely manner to meet the appropriate deadline.

3. **Proof of initial CPR and First Aid certification:** Current CPR certification must be maintained throughout the duration of the physical therapy program. If you have not been certified in first aid and CPR, please be sure to complete the certification before beginning the program and provide our department with a copy of your cards. Your application will still be processed without proof of certification.

If you were previously certified, but your cards have expired, please provide a copy of the expired cards for both first aid and CPR.

Please use the following mailing address for your transcripts and CPR/First Aid Certifications:

University of TN at Chattanooga
Graduate School, Dept. 5305
ATTN: Mark Fairchild
615 McCallie Avenue
Chattanooga, TN 37403 Phone (423) 425-4666

You may use the following address to send letters of recommendation:

University of TN at Chattanooga
Department of Physical Therapy 3253
ATTN: Rebecca Littleton, Program Coordinator
615 McCallie Avenue
Chattanooga, TN 37403 Phone (423) 425-1786

**PHYSICAL THERAPY PROGRAM
2011 GRADUATE APPLICATION MATERIALS CHECKLIST**

Required Materials

- _____ Physical Therapy Application and PTCAS Fee – submitted with all required materials by the application deadline.
- _____ Official GRE Scores – Sent to the UTC Graduate School by the application deadline. College Code 1831
- _____ **Two** completed PTCAS reference forms including **one licensed physical therapist** and proof of observation hours submitted with the application.

Supplemental Materials For Selected Applicants Only – Do not submit unless requested

- _____ Current official copies of transcripts from ALL colleges or universities attended - sent to the UTC Graduate School. Current UTC students only need to send transcripts to PTCAS.
- _____ UTC Online Graduate School Application and Fee
- _____ Proof of initial CPR and First Aid certification – Must be current throughout program.

Note: International students should contact Nancy Amberson or Lora Cook, International Student Services, regarding other required admissions materials.
<http://www.utc.edu/Administration/InternationalStudents/>

COMMON ERRORS IN THE SUBMISSION OF APPLICATION MATERIALS

Several common errors have been identified in the submission of application materials. In order to assist in the completion of your packet, please review the following information carefully.

1. **Application Materials:** Complete applications must be received by PTCAS by the deadline. Be sure to submit your PTCAS web application, official transcripts and PTCAS fee by the earliest deadline. Also, remember to submit your official GRE scores to the UTC Graduate School by the same deadline.
2. **Completion of reference forms:** Two PTCAS Reference forms must be completed -at least **one by a licensed physical therapist** and an additional approved reference. Please see Application Instructions for more details.
3. **Late Transcripts:** Transcripts must be requested from institutions within a timeframe that allows for processing and mailing to meet the application deadline. Follow-up with the institution is recommended.
4. **Transcripts lacking coursework from latest semester:** The latest semester course work must appear on applicable transcripts.
5. **Coursework which appears on other transcripts but the original transcript is not submitted:** Examples are summer courses or coursework completed several years ago for which original transcripts are not requested. Oftentimes, these courses appear on other transcripts that are submitted. The university requires an original transcript for all coursework completed excluding those courses completed at UTC.