

October 2007

Dear EdD Applicant,

Thank you for your interest in the EdD in Learning and Leadership at UTC. We have been pleased with the considerable interest shown in the program and look forward to receiving your application.

Attached to this letter you will find required application forms. The forms may also be accessed at [www.utc.edu/edd](http://www.utc.edu/edd). You should print the forms and submit all materials in **one complete packet** to the Graduate School office. Keep in mind you will also need to submit your GRE scores and official transcripts to complete your application file. A checklist of all required application items is included for your reference.

***IT IS IMPORTANT FOR YOU TO SUBMIT ALL APPLICATION MATERIALS INCLUDING GRE SCORES AND TRANSCRIPTS BY JANUARY 25<sup>th</sup>, 2008. FAILURE TO SUBMIT ALL MATERIALS ON TIME WILL REMOVE YOU FROM CONSIDERATION FOR ADMISSION.***

You are required to take the Graduate Record Exam (GRE). Please make arrangements to take the exam immediately -- **do not delay**. In the past, the scores of several applicants who waited to schedule the exam in late December/January were not received by the deadline. Likewise, you should immediately order official transcripts for each educational institution to be included in your application packet. Should your file be incomplete on January 25<sup>th</sup>, we regret that you will not be considered.

If you have questions as you proceed, you may contact the offices indicated in the application packet. 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, Ph.D.*  
Head, Graduate Studies

*Yvonne Kilpatrick*  
Director, Graduate School



## **Edd in Learning and Leadership Application Procedures 2008**

**NOTE:** Admission to the EdD in Learning and Leadership program requires:  
1) Admission to the Graduate School at the University of Tennessee at Chattanooga  
**AND**  
2) Admission to the Doctoral Program in Learning and Leadership

Mail or deliver your admissions materials to the UTC Graduate School at the address provided on page 3.

### **1. For Graduate School admission submit:**

- Graduate School Application Form
- Official transcripts
- GRE Official Score Report (Scores from October 1, 2002-present)
- Application fee  
If you apply before 1/1/08: \$25 domestic/\$30 international  
If you apply after 1/1/08: \$30 domestic/\$35 international
- Immunization verification
- TOEFL/IELTS exam scores (international applicants only)

### **2. For Ed.D. program admission submit:**

- EdD Information Form
- Statement of Purpose Essay
- Three letters of recommendation (use form provided)

Ed.D. admission materials may be downloaded at: [www.utc.edu/edd](http://www.utc.edu/edd)

**\*Deadline: January 25, 2008\***

**Send materials in one complete packet to:**

**The University of Tennessee at Chattanooga  
615 McCallie Avenue  
Graduate School  
Attn: Mark Fairchild  
Dept. 5305, 103 Race Hall  
Chattanooga, TN 37403-2598**

**Candidate review process**

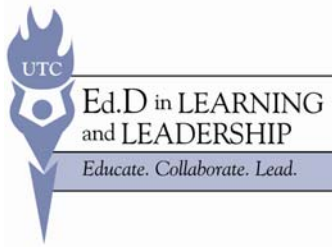
1. Candidates' credentials will be reviewed by the doctoral faculty committee. Highly qualified applicants will be invited to engage in a personal interview with members of the doctoral faculty team during the spring semester. The Program Coordinator will contact participants via email or phone to schedule interviews. Candidates who are selected for the 2008 doctoral cohort will be notified by letter of their admission status.
2. 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

*For programmatic or admissions information contact:*

Ms. Becca McCashin  
EdD Program Coordinator  
University of Tennessee at Chattanooga  
Dept. 2222- 303 Pfeiffer Hall  
Chattanooga, TN 37403-2598  
Email: [Becca-mccashin@utc.edu](mailto:Becca-mccashin@utc.edu) /423-425-5445

*For application status information, contact:*

Mr. Mark Fairchild  
Graduate School Program Liaison  
University of Tennessee at Chattanooga  
Dept. 5305- 103 Race Hall  
615 McCallie Avenue  
Chattanooga, TN 37403-2598  
Email: [Mark-fairchild@utc.edu](mailto:Mark-fairchild@utc.edu) /423-425-1780



## **EdD in Learning and Leadership Application Instructions 2008**

### **I. EDD INFORMATION FORM**

Please provide all information requested. The mailing address should be the one you will be using for at least the next six months. Provide a reliable telephone number where you may be reached and an e-mail address which you check regularly. Our department will communicate with you 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 leadership title and may include experiences which were part of your overall responsibilities listed under professional experience.

### **II. GRADUATE SCHOOL APPLICATION FORM**

Please complete the Graduate School Application form as follows:

Section I: Personal Information

Section II: College/University Experience

Section III: Admission Information: "Applying for: Summer 2008"

Section IV: List the date you took the GRE

Section V: Not applicable

Section VI: Employment History

Section VII: Other Information

Section VIII: Type of Admission: "Degree: EdD/Major: Learning and Leadership"

Section IX: Verification/Signature

### **III. IMMUNIZATION VERIFICATION**

All UTC students are required to submit immunization records within the first semester of enrollment. For additional information and forms, visit

<http://www.utc.edu/Administration/StudentHealthCenter/>

### **IV. APPLICATION FEE**

If you have not previously attended UTC at the graduate level, you will be required to pay a non-refundable application fee. Please provide a personal check payable to "UTC."

If you apply before 1/1/08, the application fee is \$25 (domestic) or \$30 (international)

If you apply after 1/1/08, the application fee is \$30 (domestic) or \$35 (international)

## **V. OFFICIAL TRANSCRIPTS**

Please note that the Graduate School at UTC requires **1 official transcript of all course work from every institution attended**. Photocopies, advisement copies, or student copies will not be accepted. Official transcripts must show the masters degree (or higher degree) conferred as well as work taken at other educational institutions. 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 into the cohort without these materials on file.

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

## **VI. ADMISSIONS TEST**

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 analytical writing sub-test was added on October 1, 2002. If you took the test prior to October 1, 2002, you are required to take the GRE General Test again. Do not delay scheduling the test. All application materials, including the official GRE score report, must be received by the application deadline. The cost of the General Test of the GRE is currently **\$140**. The official score report should be mailed to the 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 locally at:

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

### 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 score TOEFL score of 550 or above is required (Computer based score 213; Internet test score of 79). An IELTS score of 6.0 or higher is required. The process for admissions for international students is extensive. For details, contact Nancy Amberson at 423-425-2110 or by e-mail at [nancy-amberson@utc.edu](mailto:nancy-amberson@utc.edu)

## **VII. LETTERS OF RECOMMENDATION**

We require three letters of reference from persons familiar with your professional or academic work. 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.** Have the evaluator return the recommendation letter to you sealed in the envelope with his/her signature across the seal of the envelope. Include all three letters of recommendation unopened in your application packet. It is the responsibility of the applicant to assure that the evaluator adheres to the application deadline. List each of the evaluators you are using in the application in the appropriate spaces on the EdD Information Form.

## **VIII. STATEMENT OF PURPOSE ESSAY**

Write a 3-5 page 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 indicate your name at the top.

## **IX. 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 or deliver all required materials in ***one complete packet*** to:

Graduate School  
The University of Tennessee at Chattanooga  
Attn: Mark Fairchild Dept. 5305  
103 Race Hall  
615 McCallie Avenue  
Chattanooga, TN 37403

***IMPORTANT NOTE: Each applicant is responsible for providing all information required. Incomplete information or missing information will remove the applicant from consideration for admission.***