

Dear Prospective Applicant,

Thank you for your interest in the LEAD programs at the University of Tennessee at Chattanooga! We currently offer two separate doctoral degree designations (PhD & EdD). Please carefully review the following program websites:

[Leadership and Decision-Making \(PhD\)](#) – *Hybrid delivery*

- One initial Summer foundational course offered via hybrid delivery, i.e., two synchronous face-to-face meetings on the UT-Chattanooga campus and material work online; all remaining core coursework for the PhD is delivered via hybrid delivery – typically 4-6 synchronous face-to-face meetings on the UT-Chattanooga campus each semester and material work online

[Leadership and Instructional Practice \(EdD\)](#) – *Primarily Internet delivery*

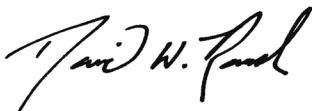
- One initial Summer foundational course offered via online delivery (both synchronous and asynchronous - two synchronous meetings and material work online); all remaining core coursework for the EdD is delivered asynchronously online, with occasional synchronous meetings with faculty

We request that you review the following instructions in their entirety before starting your application. Application files must be completed (including official transcripts) by **February 28, 2023** in order to be considered for **Summer 2023** admission. New cohorts are admitted in Summer only.

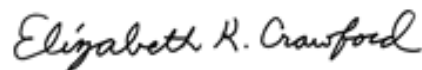
If you have questions regarding admission requirements or the application process, please contact the Graduate School Program Liaison, Mr. Mark Fairchild, at [Mark-Fairchild@utc.edu](mailto:Mark-Fairchild@utc.edu). If you have questions regarding program delivery, please contact the LEAD Program Office at [utclead@utc.edu](mailto:utclead@utc.edu).

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,



David W. Rausch, PhD, MBA, SHRM-CP  
Professor and Program Director



Elizabeth K. Crawford, EdD  
UC Foundation Professor and Program Advisor



## Overview of the Application Process (PhD/EdD) Summer 2023

Application Deadline: *February 28, 2023*

Minimum admission qualifications include:

- Master's degree from a regionally accredited institution or foreign equivalent
- Cumulative grade point average of 3.0 on all prior graduate work
- A minimum of two years of professional experience, preferably in a leadership role

Application Process:

- 1) Submit the [Graduate Application \(Summer 2023\)](#)
  - Essay Questions
  - Non-refundable application fee (first time UTC Graduate students only)
  - Three (3) recommendations (submitted via the online form provided to recommenders)
    - One Academic recommendation
    - One Professional recommendation
    - One General recommendation (Academic or Professional)
- 2) Upload your resume/CV through the Requirements section of the application portal.
- 3) Request official transcripts be sent from *all* previously attended institutions to the UTC Graduate School (ATTN: Mr. Mark Fairchild). An official transcript must be submitted even if a degree was not awarded.
- 4) Check your Application Status through the [UTC Application Portal](#).

Note: It may take up to 2 business days for the portal to reflect receipt of your transcripts and other admissions requirements.



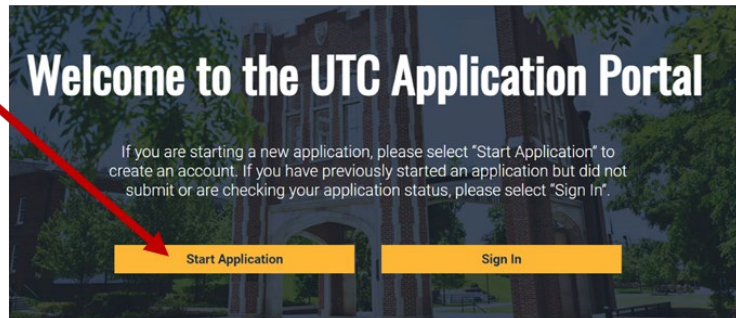
## Application Instructions (PhD/EdD) Summer 2023

### STEP 1: GRADUATE APPLICATION (ONLINE)

To access the Graduate Application (Summer 2023), visit the UTC Application Portal at the following link: <https://www.utc.edu/apply>.

*Note: The preferred web browsers to complete the application process are Google Chrome or Mozilla Firefox.*

Select *Start Application*.

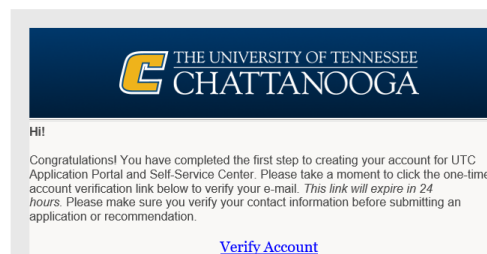


Enter the required fields and select *Register*.

A registration form with a light gray background. At the top, the word 'REGISTRATION' is in bold. Below it are five input fields, each with a red asterisk indicating a required field: 'First name', 'Last name', 'Email', 'Password', and 'Repeat password'. At the bottom of the form is a dark blue button with the word 'REGISTER' in white.

Follow the prompts to verify your account via email.

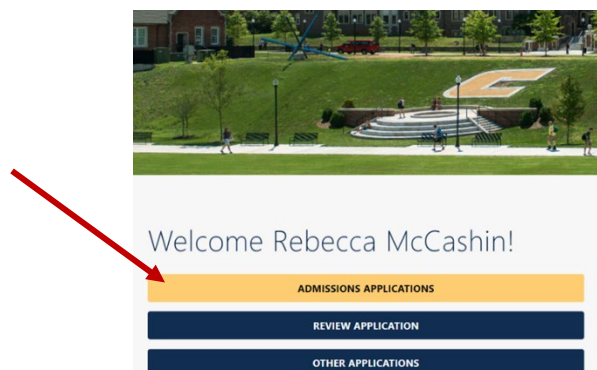
----- Forwarded message -----  
From: UTC, Strategic Enrollment Tech <UTCStrategicEnrollment@utc.edu>  
Date: Thu, Nov 17, 2022 at 4:37 PM  
Subject: University of Tennessee at Chattanooga - Account Creation  
To: <ctg862@mocs.utc.edu>



*Log In* to the Application Portal.

The login page for the UTC Application Portal. It includes a welcome message: "Welcome to UTC's Application Portal. Through our portal you can to apply to UTC, complete a recommendation requested by a student, or complete other applications and event registrations. Please create an account by selecting 'Create an account'." Below this is a "LOG IN" section with fields for "Email / Username" (containing "ctg862@mocs.utc.edu") and "Password" (masked with dots). There are "Remember me" and "Forgot Password?" links, a "LOG IN" button, and a "Create an account" link.

Select *Admission Applications*.



Select *Graduate Application* from the drop-down.

The "New Registration" page. It prompts the user to "Please choose an application type. Additional text will appear below with further explanation to assist in your selection." Below this is a search bar and a dropdown menu. The dropdown menu is open, showing a list of application types: "ESL Application", "Graduate Application" (highlighted with a red arrow), "Graduate Post-Baccalaureate Certificates", "International Graduate Application", "International Undergraduate Application", "Undergraduate Application", "Undergraduate Post-Baccalaureate", and "Undergraduate Post Bac Teacher Certificate".

Select *Graduate Student* from the drop-down.

The screenshot shows the 'Program Information' form. At the top, there is a header with a menu icon and the title 'Program Information'. Below the header, a prompt reads: 'Please select the type of student that best describes you. Help text will appear below with details to assist in your selection.' Below this prompt is a search bar and a dropdown menu. The dropdown menu is open, showing two options: 'Graduate Student' and 'Graduate Transient'. A red arrow points to the 'Graduate Student' option. At the bottom of the form, there is a 'CONTINUE' button.

Select *Summer 2023 (Starts May 17, 2023)* from the drop-down.

The screenshot shows the 'Program Information' form. The 'Graduate Student' option is selected in the first dropdown. Below this, a text line reads: 'I will have my Bachelor's degree and will be taking graduate level courses for the first time.' Below this is another prompt: 'Please select the term that you would like to enroll at UTC'. Below the prompt is a search bar and a dropdown menu. The dropdown menu is open, showing two options: 'Fall 2023 (Starts August 21, 2023)' and 'Summer 2023 (Starts May 17, 2023)'. A red arrow points to the 'Summer 2023 (Starts May 17, 2023)' option.

Select one desired degree/program from the drop-down.

- EdD Leadership & Instructional Practice (Online)

**OR**

- PhD Leadership & Decision-Making

The screenshot shows the 'Program Information' form. Below the term selection dropdown, there is a list of degree/program options. The options are: 'MS Mathematics: Pre-professional Mathematics', 'MPA Public Administration', 'MPA Public Administration: Local Government Management', 'MPA Public Administration: Nonprofit Management', 'MSW Social Work: Advanced Standing', 'EDD Leadership & Instructional Practice (Online)', and 'PHD Leadership & Decision Making'. Two red arrows point to the 'EDD Leadership & Instructional Practice (Online)' and 'PHD Leadership & Decision Making' options.

Please complete *all required fields* (indicated with an asterisk) on the Graduate Application and include the following entries:

- **Applicant Information**
  - Complete all required fields
  - Phone Numbers
    - Please enter your *Cell Phone* number as the Preferred Phone.
  - Personal Information
    - Please list any other name that might appear on school records/transcripts (e.g., maiden name, prior legal name)
- **Emergency Contact**
  - Complete all required fields
- **Previous Education**
  - Select the *Add College* button and ***enter the required fields for every institution attended, even if a degree was not awarded. An official transcript is required for every institution (details provided in the Official Transcript section below).***
- **Residency Information**
  - Complete all required fields
- **Additional Information: Essay Questions**
  - Respond to all five (5) Essay questions in the spaces provided.
  - Please carefully proofread your response and be succinct. Adhere to the maximum word count.
  - It is recommended that you type your responses to the questions prior to copying/pasting them in the text boxes of the online application.

- **Recommendations**

- Three recommendations from those familiar with your academic and/or professional performance are required. Recommendations from family members or other members of your household are not permitted.
- The recommendations should include the following types:
  - ***One (1) Academic*** recommendation
  - ***One (1) Professional*** recommendation
  - ***One (1) General*** recommendation (*Academic or Professional* – your choice)

Select *Add Recommendation*.

**Recommendation**

Select Application:  
Rebecca McCashin-EDD Leadership & Instructional Practice (Online)

**Recommendation Types**  
The following recommendation types are needed for your application:  
(Only the listed types will count towards requirement)

EDD Leadership & Instructional Practice (Online) : General - 0 of 1, Academic - 0 of 1, Professional - 0 of 1

**ADD RECOMMENDATION**

Type	Recommender
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Select the *Recommendation Type* (*General, Professional, or Academic*) – you will need one of each.

**Add Recommendation**

Application  
Rebecca McCashin-EDD Leadership & Instructional Practice (Online)

Recommendation Type \*

- General
- Field Coordinator
- Employer
- Teaching License Verification
- Professional
- Academic
- Unlabeled

Last Name \*

Enter the recommender's *First Name*, *Last Name*, and *Email* address.

Add Recommendation


**Application**  
Rebecca McCashin-EDD Leadership & Instructional Practice (Online) ▼

**Recommendation Type \***  
General ▼

**First Name \***  **Last Name \***

**Email \***

Recommenders will automatically receive a Recommendation Request via email and will need to create an account and verify their email address in order to access the Recommendation Form.

**THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA**

THE GRADUATE SCHOOL

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Dear Mark Fairchild,

You are receiving this email because Rebecca McCashin has requested that you complete a recommendation form for their graduate program application.

Applicant Name : Rebecca McCashin

Applied Program : EDD Leadership & Instructional Practice (Online)

Applied Term : Summer 2023 (Starts May 17, 2023)

Please follow the link below to access the form, which should take no longer than 10 minutes to complete. You will need to create an account to be able to complete the Recommendation Form. Once you have created the account and verified your email address, you will be able to log in and complete the Recommendation form.

Recommendation Form: [Recommendation Page](#)

#### Recommendation Tips:

- We suggest that you communicate with your recommenders and confirm their email addresses before completing the application process.
  - If your recommender does not receive the Recommendation Request email, please ask them to check their spam folders/filters.
  - After submitting the application, you will have the option to resend Recommendation Requests and/or cancel Recommendations/add new Recommendations via the Application Portal, if needed.
  - It is the applicant's responsibility to follow-up with the recommenders to ensure that the recommendations are submitted by the application deadline.
- **Disciplinary Questions**
    - Complete all required fields
  - **Application Confirmation**



Once you have completed all sections and are ready to submit your application, check the *Admission Submission Agreement* checkbox and select the **Submit** button.

- **Application Fee Payment**

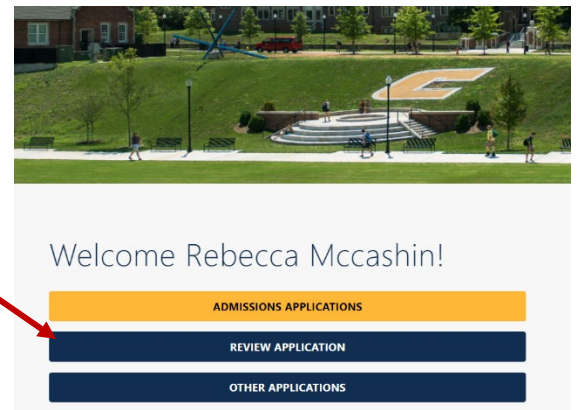
- All applicants are prompted to pay a \$35.00 application fee.
  - If you **have not** previously attended UTC at the graduate level, please select the *Pay* button to move forward with the fee payment process.
  - If you **have** previously attended UTC at the graduate level, you are not required to pay the application fee again. **Please disregard the fee payment screen and close your browser at this point in the process.**
  - Contact Mr. Mark Fairchild ([Mark-Fairchild@utc.edu](mailto:Mark-Fairchild@utc.edu) or 423-425-1780 with any questions regarding the application fee).

## APPLICATION PORTAL: UPLOAD RESUME/CV

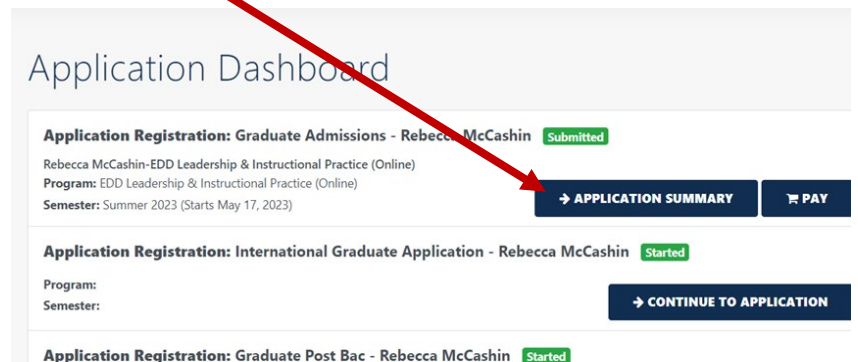
Once you have submitted your application, please visit the Application Portal (link: [Application Portal](#)) to upload your resume/CV. This item is required.

Please sign in to the portal using the same username and password you created when submitting your application(s). ***Do not create a new account.***

Select the *Review Applications* button.

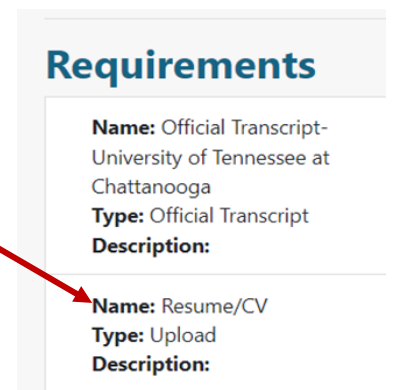


From the *Application Dashboard*, locate your application (*Application Registration: Graduate Admissions – EdD or PhD – Summer 2023*) and select the *Application Summary* button.



Note: To continue working on a saved application, select the *Continue to Application* button.

Under the *Requirements* section, locate the **Resume/CV** and select the *Upload* button to upload a Word (.doc or .docx) or PDF copy of your current resume/CV. The resume/CV should include all dates of employment (mm/yy). Please include your first and last name in the file name.



Under the *Recommendations* section, you may *Resend/Cancel* recommendation requests as needed. Please ensure all three recommendations are received by the application deadline.

Recommendations		
Add new record		
<b>Name:</b> Becca McCashin - Canceled <b>Type:</b> Professional	<b>Recommender:</b> Becca McCashin <b>Status:</b> Canceled	<a href="#">View</a>
<b>Name:</b> Becca McCashin - Pending <b>Type:</b> Professional	<b>Recommender:</b> Becca McCashin <b>Status:</b> Pending	<a href="#">Resend</a> <a href="#">Cancel</a>
<b>Name:</b> Elizabeth Crawford - Pending <b>Type:</b> Academic	<b>Recommender:</b> Elizabeth Crawford <b>Status:</b> Pending	<a href="#">Resend</a> <a href="#">Cancel</a>
<b>Name:</b> Mark Fairchild - Received <b>Type:</b> General	<b>Recommender:</b> Mark Fairchild <b>Status:</b> Received	<a href="#">View</a>

## OFFICIAL TRANSCRIPTS (PRINTED OR ELECTRONIC)

The UTC Graduate School requires ***one official transcript from every institution attended, even if a degree was not awarded.*** Please request transcripts be sent directly from the institution to the UTC Graduate School via mail service or via electronic format. It is preferable to request transcripts after submitting your Graduate application. Photocopies, advisement copies, or student copies cannot be accepted. UTC alumni are not required to submit official transcripts for coursework earned at UTC. Official transcripts must show conferral of the regionally accredited Master's degree (or equivalent degree), as well as any other work taken at institutions of higher learning. If your Master's degree (or equivalent degree) is in progress, you may be considered for admission; however, the Master's degree must be conferred and minimum GPA met prior to enrolling in core doctoral coursework in the Fall 2023 semester.

Transcript mailing address for printed copies:

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

Transcript e-mail address for electronic copies:

If the institution provides the option of sending an official electronic transcript (PDF), please select UTC as the recipient. If you are given the option to customize the recipient field, please request the transcript be specifically sent to [Mark-Fairchild@utc.edu](mailto:Mark-Fairchild@utc.edu) at UTC.

## APPLICATION PORTAL: CHECK APPLICATION STATUS

You may return to the [UTC Application Portal](#) at any time to check the status of your materials. It may take up to 2 business days for the portal to reflect receipt of your transcripts and other admissions requirements.

## ADMISSION TIMELINE

To review the current admission review process and timeline, please visit the following admission sections of the program websites (scroll down to *Admission Timeline*):

- [Leadership and Decision-Making Admission \(PhD\)](#)
- [Leadership and Instructional Practice Admission \(EdD\)](#)

## CONTACT INFORMATION

Please check your application email address frequently for updates. If you have questions regarding admission requirements or the application process, please contact Graduate School Program Liaison, Mr. Mark Fairchild, at [Mark-Fairchild@utc.edu](mailto:Mark-Fairchild@utc.edu) or 423-425-1780. If you have questions regarding program delivery, please contact the LEAD Program Office at [utclead@utc.edu](mailto:utclead@utc.edu).