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

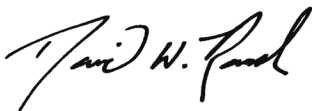[Leadership and Instructional Practice (EdD)](#) – *Primarily Online/Internet delivery*
- One initial Summer foundational course offered via online delivery (both synchronous and asynchronous - two synchronous meetings and material work online); all remaining core coursework for the EdD is delivered 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 29, 2024* in order to be considered for *Summer 2024* admission. New cohorts are admitted in Summer only.
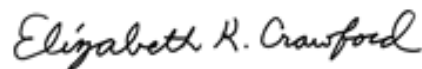
If you have questions regarding admission requirements or the application process, please contact the Graduate School Program Liaison, Mr. Mark Fairchild, at Mark-Fairchild@utc.edu. If you have questions regarding program delivery, please contact the LEAD Program Office at utclead@utc.edu.

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

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA
Learning and Leadership Programs

Overview of the Application Process (PhD/EdD)
Summer 2024

Application Deadline: *February 29, 2024*

Minimum admission qualifications include:

- Master's degree (or equivalent) from a regionally accredited institution
- 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 2024)
    - 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.
    - A current resume/CV in Microsoft Word format (.doc or .docx) is required. The resume/CV should include all dates (month and year) of employment. Please also include your first and last name in the file name.

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.

THE UNIVERSITY OF TENNESSEE CHATTANOOGA
Learning and Leadership Programs

Application Instructions (PhD/EdD)
Summer 2024

STEP 1: GRADUATE APPLICATION (ONLINE)

To access the Graduate Application (Summer 2024), 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.
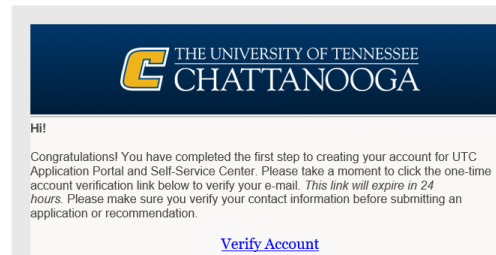
Select *Start Application*.
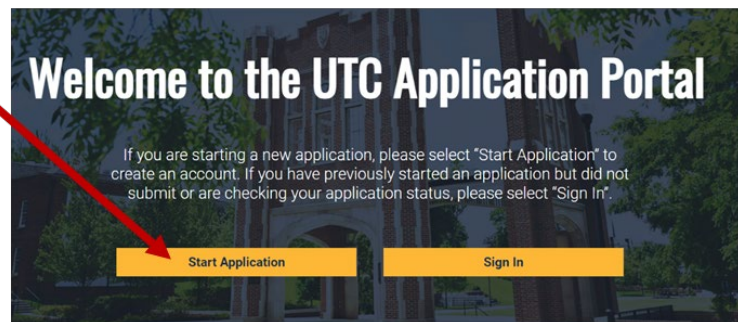
Enter the required fields and select *Register*.

Follow the prompts to verify your account via email.

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

Hi!

Congratulations! You have completed the first step to creating your account for UTC Application Portal and Self-Service Center. Please take a moment to click the one-time account verification link below to verify your e-mail. *This link will expire in 24 hours.* Please make sure you verify your contact information before submitting an application or recommendation.

Verify Account

Log In to the Application Portal.
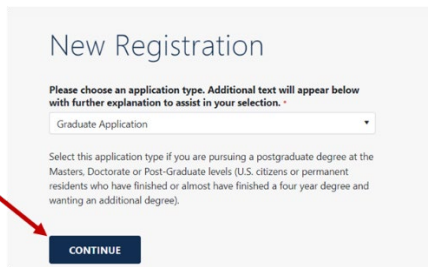
Welcome to UTC's Application Portal. Through our portal you can to apply to UTC, complete a recommendation requested by a student, or complete other applications and event registrations. Please create an account by selecting "Create an account".

LOG IN

Email / Username

ctg862@mocs.utc.edu

Password

••••••••••

☑ Remember me   Forgot Password?

LOG IN

Create an account

Select *Admission Applications*.

Welcome Rebecca McCashin!

ADMISSIONS APPLICATIONS

REVIEW APPLICATION

OTHER APPLICATIONS
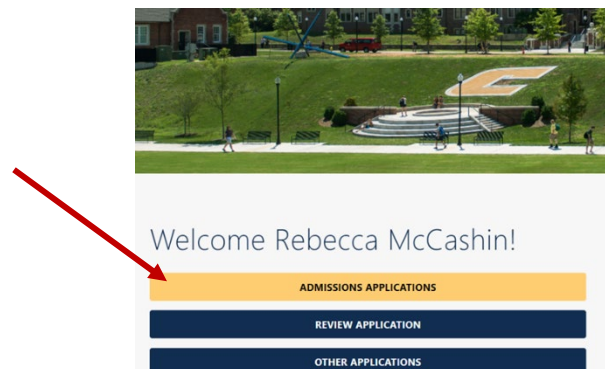
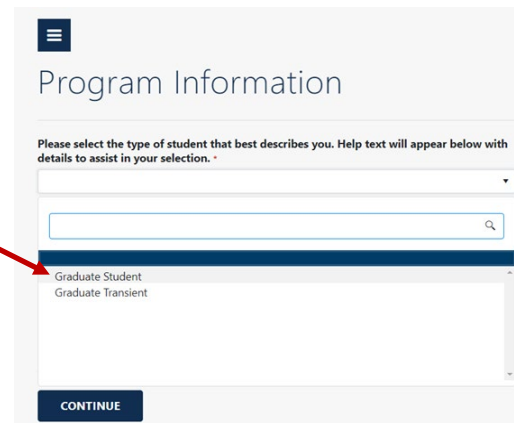Select *Graduate Application* from the drop-down.
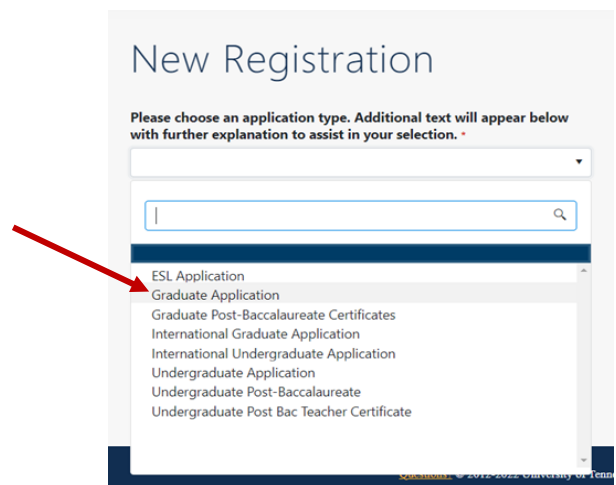
New Registration

Please choose an application type. Additional text will appear below with further explanation to assist in your selection. *

ESL Application
Graduate Application
Graduate Post-Baccalaureate Certificates
International Graduate Application
International Undergraduate Application
Undergraduate Application
Undergraduate Post-Baccalaureate
Undergraduate Post Bac Teacher Certificate

Select *Continue*.

Select *Graduate Student* from the drop-down.

Select *Summer 2024 (Starts May 15, 2024)* from the drop-down.

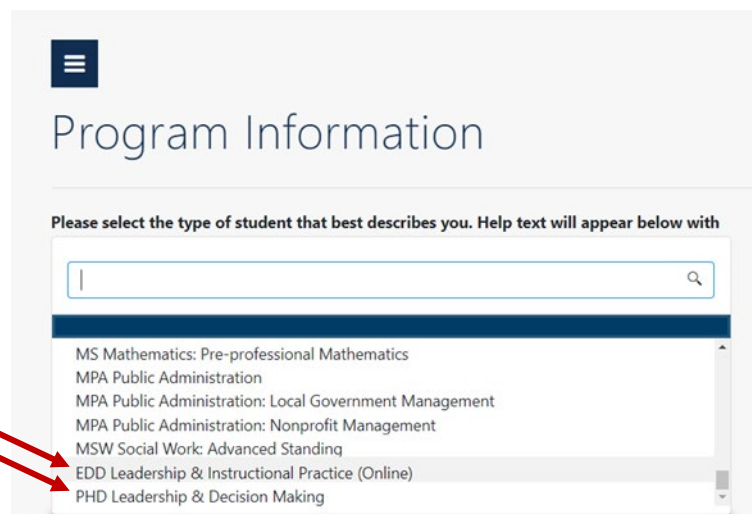Please select the term that you would like to enroll at UTC *

Summer 2024 (Starts May 15, 2024)

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

- EdD Leadership & Instructional Practice (Online)

  OR
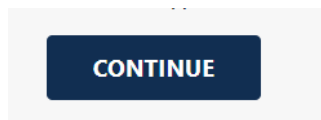
- PhD Leadership & Decision-Making

Select *Continue.*

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 *Mobile Phone/Cell Phone* number as the Preferred Phone number.
    - Personal Information
        - Please list any other name that might appear on school records/transcripts (e.g., maiden name, prior legal name)
- **Emergency/Parent Information**
    - Complete all required fields
- **Previous Education**
    - Select the *Add College* button and **enter the required fields <u>for every institution attended</u>, even if a degree was not awarded. An official transcript is required for every institution (details provided in the Official Transcript section below).**
- **Address/Residency Information**
    - Complete all required fields
- **Additional Information: Essay Questions**
    - Respond to all five (5) Essay questions using the space provided in the application.
    - Please carefully proofread your response.
    - Be succinct. Adhere to the maximum word count for each response.
    - 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**
  - A total of three recommendations from those familiar with your academic and professional performance are required.
  - The recommendations should include the following types:
    - *One (1) Academic* recommendation
    - *One (1) Professional* recommendation
    - *One (1) General* recommendation (*Academic* or *Professional* – your choice)
  - The academic recommendation can come from anyone who understands and can comment on your capacity to learn - a former instructor/advisor/college dean or professional development/training facilitator are examples of appropriate academic references.
  - Recommendations from family members or other members of your household are not permitted.

Select *Add Recommendation*.

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

Enter the recommender's *First Name, Last Name,* and *Email* address.
<u>Please type the email address carefully.</u>

Select *Submit.*

Repeat the process for all three recommendations *(Academic, Professional and General).*

Select *Save and Continue.*

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

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA   THE GRADUATE SCHOOL

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 comp 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:
- o We suggest that you communicate with your recommenders and confirm their email addresses before completing the application process.
- o If your recommender does not receive the Recommendation Request email, please ask them to check their spam folders/filters.
- o 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.
- o 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

Select *Save and Continue.*

- **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* previously attended UTC at the graduate level, you are not required to pay the application fee again. ***You may skip the fee payment screen and close your browser at this point in the process.***
  - If you *have not* previously attended UTC at the graduate level, please select the *Pay* button to move forward with the fee payment process.
  - Contact Mr. Mark Fairchild (Mark-Fairchild@utc.edu or 423-425-1780) with any questions regarding the application fee.
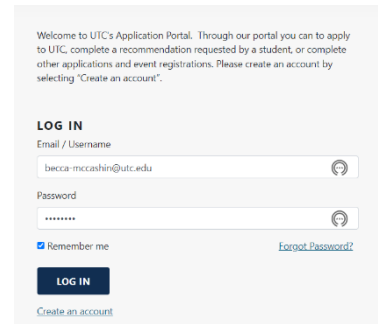
APPLICATION PORTAL: UPLOAD RESUME/CV

A current resume/CV in Microsoft Word format (.doc or .docx) is required. The resume/CV should include **all dates (month and year) of employment.** Please also include your first and last name in the file name.

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

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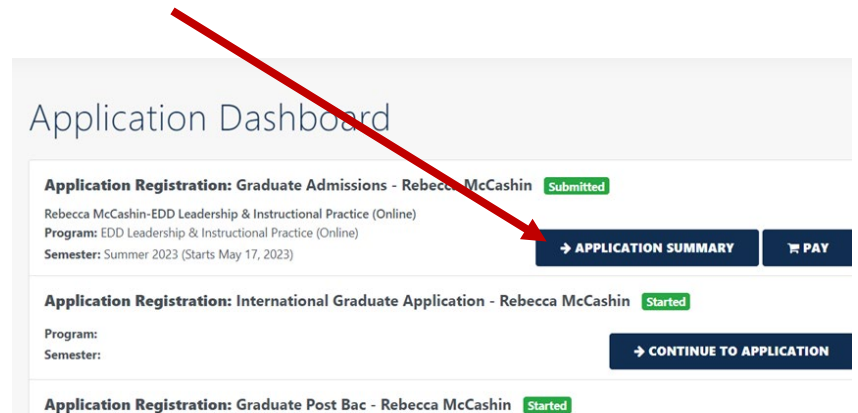

Select the *Review Applications* button.

From the *Application Dashboard*, locate your application (*Application Registration: Graduate Admissions – EdD or PhD – Summer 2024*) 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) copy of your current resume/CV.

Under the *Recommendations* section, you may *Resend/Cancel* recommendation requests or a*dd new record* as needed.

Please ensure all three recommendation types are received by the application deadline.

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. Due to the large volume of transcripts received, it is preferable to request transcripts *following submission of* your Graduate Application in order for the transcripts to be matched up with your 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), as well as any other work taken at institutions of higher learning. If your Master's 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 2024 semester.

Transcript mailing address for printed copies:

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

Transcript e-mail address for electronic copies:

>If the school/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 sent to Gradinfo@utc.edu or Mark-Fairchild@utc.edu

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 or 423-425-1780. If you have questions regarding program delivery, please contact the LEAD Program Office at utclead@utc.edu.