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
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.
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.

*Log In* to the Application Portal.

Select *Admission Applications*.

Select *Graduate Application* from the drop-down.
Select **Continue**.

Select **Graduate Student** from the drop-down.

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

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 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).

- **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. **Please type the email address carefully.**

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.

**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**
  o 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](mailto: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 **add 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.