

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 Professional Practice \(EdD\)](#) – *Primarily Online/Internet delivery*

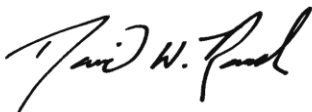
- One initial Summer foundational course offered via hybrid delivery (both synchronous and asynchronous - two synchronous meetings and material work online); all remaining core coursework for the EdD is delivered asynchronously online, with occasional synchronous meetings with faculty

We request that you review the following instructions in their entirety before starting your application. Application files must be completed (including official transcripts from all previously attended institutions) by **February 28, 2025**, in order to be considered for **Summer 2025** admission. New cohorts are admitted in Summer only.

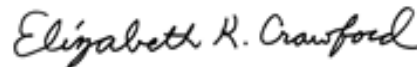
If you have questions regarding the application process, please contact the Graduate School Program Liaison, Mr. Mark Fairchild, at Mark-Fairchild@utc.edu. If you have questions regarding program delivery or if you would like to schedule an appointment with our Program Advisor, please contact the LEAD 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
Associate Dean



Elizabeth K. Crawford, EdD
UC Foundation Professor
Department Head/Program Advisor

Overview of the Application Process (PhD/EdD) Summer 2025

Application Deadline: *February 28, 2025*

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 \(Summer 2025\)](#)
 - Essay Questions
 - Non-refundable application fee (first time UTC graduate students only)
 - Three (3) General Recommendations (submitted via the online form provided to recommenders)
- 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 must 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.

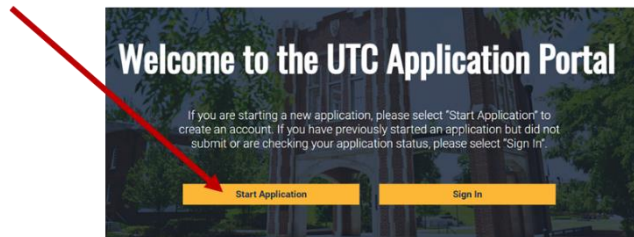
**Application Instructions (PhD/Edd)
Summer 2025**

STEP 1: GRADUATE APPLICATION (ONLINE)

To access the Graduate Application (Summer 2025), 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.

1. Select *Start Application*
(or *Sign In* if you have previously applied to UTC using the current application portal)



2. Enter the required fields and select *Register*.

3. Follow the prompts to verify your account via email.

4. *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](#)

5. *Select Admission Applications.*

Welcome Rebecca McCashin!

ADMISSIONS APPLICATIONS

REVIEW APPLICATION

OTHER APPLICATIONS

6. *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

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

Program Information

Please select the type of student that best describes you. Help text will appear below with details to assist in your selection. *

Graduate Student
Graduate Transient

CONTINUE

8. Select *Summer 2025*
9. Select *Edd Leadership & Professional Practice (Online)* OR *PhD Leadership & Decision-Making* from the drop-down

Note: Only one degree option may be selected. If you need assistance with your selection, please contact the LEAD Program Office at utclead@utc.edu.

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

Applicant Information

- 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)

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 Transcripts* section below).

Additional Information: Essay Questions

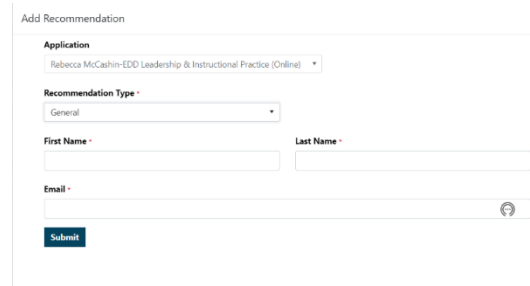
- Respond to all five (5) Essay questions using the space provided in the application.
- Please carefully proofread your responses.
- Be succinct. Adhere to the maximum word count for each response.
- It is recommended that you type your responses to the questions prior to copying/pasting them in the text boxes of the online application.

Recommendations

- A total of three (3) general recommendations from those familiar with your academic and/or professional performance are required
- The recommendation can come from anyone who understands and can comment on your capacity to learn
- Recommendations from family members or other members of your household are not permitted

Instructions:

- Select *Add Recommendation*
- Select the *Recommendation Type (General)*
- Enter the recommender's *First Name, Last Name, and Email* address. Please type the email address carefully.
- Select *Submit*
- Repeat the process for all 3 recommendations
- Select *Save and Continue*

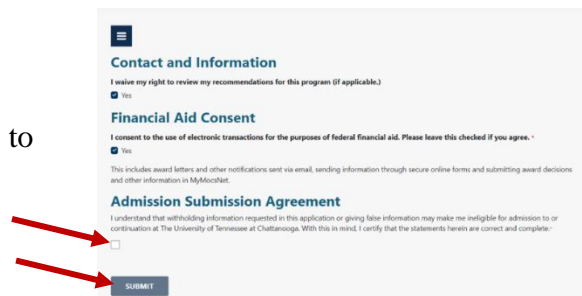


Recommendation Tips:

- We suggest that you communicate with your recommenders and confirm their email addresses before completing the application process.
- 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. 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.

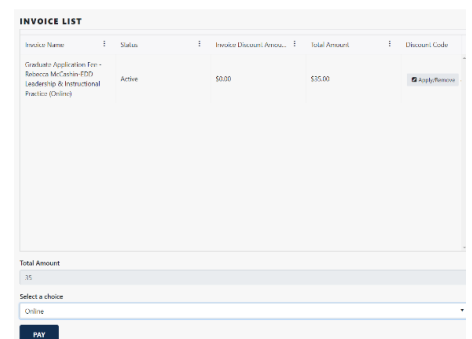
Application Confirmation

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

- 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.



Invoice Name	Status	Invoice Discount Amount	Total Amount	Discount Code
Graduate Application Fee - Rebecca McCashin-EDD Leadership & Instructional Practice (Online)	Active	\$0.00	\$35.00	Link/Remove

Total Amount: \$35

Select a choice: Online

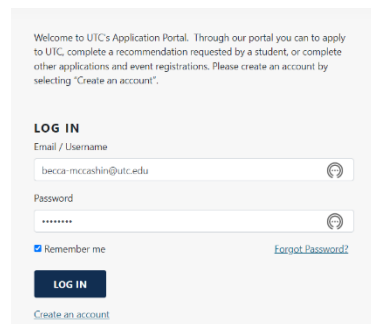
PAY

APPLICATION PORTAL: UPLOAD RESUME/CV

A current resume/CV in Microsoft Word format (doc or .docx) is required. The resume/CV must 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.

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



Welcome to UIC's Application Portal. Through our portal you can apply to UIC, 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
becca-mccashin@uic.edu

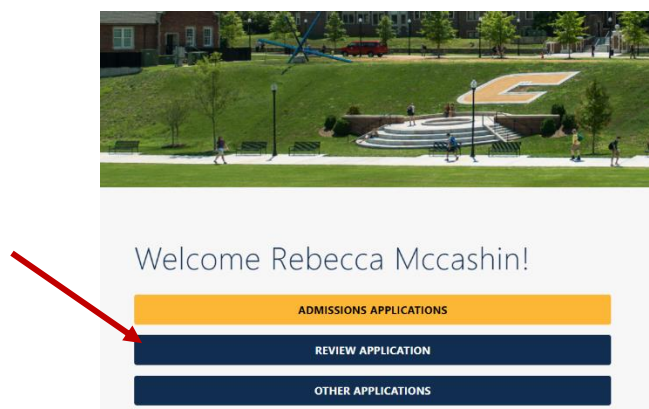
Password

Remember me [Forgot Password?](#)

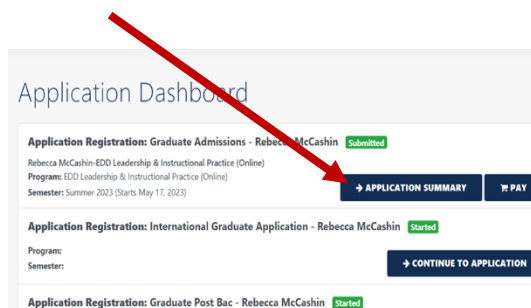
LOG IN

[Create an account](#)

Select the *Review Applications* button.



From the *Application Dashboard*, locate your application (*Application Registration: Graduate Admissions – EdD or PhD – Summer 2025*) 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.

Requirements

Name: Official Transcript-Rhodes College: Type: Official Transcript Description: Official transcripts are to be submitted to the Graduate School via email at: Gradinfo@utc.edu or via postal mail: UTC Graduate School, Dept. 5305, 615 McCallie Avenue, Chattanooga, TN 37403. If you are an international student, please submit them to International@utc.edu or via postal mail: UTC International Office, Dept.4755, 615 McCallie Avenue, Chattanooga, TN 37403. They cannot be uploaded in the portal.	Status: Not Received Required: Yes	
Name: Official Transcript-University of Tennessee at Chattanooga Type: Official Transcript Description: Official transcripts are to be submitted to the Graduate School via email at: Gradinfo@utc.edu or via postal mail: UTC Graduate School, Dept. 5305, 615 McCallie Avenue, Chattanooga, TN 37403. If you are an international student, please submit them to International@utc.edu or via postal mail: UTC International Office, Dept.4755, 615 McCallie Avenue, Chattanooga, TN 37403. They cannot be uploaded in the portal.	Status: Not Received Required: Yes	
Name: Resume/CV Type: Upload Description:	Status: Not Received Required: Yes	<input type="button" value="Upload"/>

Recommendations

Name: Bridget Gallamore - Pending Type: Professional	Recommender: Bridget Gallamore Status: Pending	<input type="button" value="Resend"/>
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Under the *Recommendations* section, you may *Resend/Cancel* recommendation requests or *Add new record* as needed.

Recommendations

Name: Becca McCashin - Canceled Type: Professional	Recommender: Becca McCashin Status: Canceled	<input type="button" value="View"/>
Name: Becca McCashin - Pending Type: Professional	Recommender: Becca McCashin Status: Pending	<input type="button" value="Resend"/> <input type="button" value="Cancel"/>
Name: Elizabeth Crawford - Pending Type: Academic	Recommender: Elizabeth Crawford Status: Pending	<input type="button" value="Resend"/> <input type="button" value="Cancel"/>
Name: Mark Fairchild - Received Type: General	Recommender: Mark Fairchild Status: Received	<input type="button" value="View"/>

Please ensure all 3 recommendations 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 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 2025 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 Professional 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 or would like to schedule an appointment with the LEAD Programs Advisor, please contact the LEAD Program Office at utclead@utc.edu.