Thank you for your interest in Carson-Newman University’s advanced degree programs. We are pleased to bring our post-graduate programs to your local area. An affordable tuition rate has been arranged for teachers, and seats in each group are limited. Once you submit your application, registration form, and application fee (Steps 1-3 below), we will be able to start a file for you and keep you updated on your cohort.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at (800) 956-8903 or by e-mail at csmith@graduateprogram.org.

Apply online at http://graduateprogram.org/carson-newman/doctoral/application-checklist for faster processing.

Once you have submitted Steps 1 - 3, turn to page 2 or visit the online checklist to complete the remaining admission steps.

Congratulations on your pursuit of an advanced degree with Carson-Newman University!

Sincerely,

Chris Smith
Graduate Information Office
(800) 956-8903
csmith@graduateprogram.org
Once you have completed Steps 1-3, please continue with the following steps to complete your admission file.

NOTE: You will not be eligible for financial aid until your admission file is complete.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>Financial Aid &amp; Payment Options</strong> <em>(Pages 7 &amp; 8)</em> Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, complete the <a href="http://fafsa.ed.gov">FAFSA</a>. For more information, see page 7. It is in your best interest to complete the financial aid process as early as possible. If using a Pay-As-You-Go plan, follow the instructions on Page 8.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Official Transcripts</strong> <em>(Page 9)</em> Arrange for official, sealed transcripts from the university with your highest degree earned and from any university from which you completed licensure. If you need help, further instructions are listed on page 9.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Employment Verification Form</strong> <em>(Page 10)</em> An employment verification form can be used to confirm employment in a P-12 school system. The easiest and fastest way to complete this step is to use our online system. This will allow us to e-mail your supervisor on your behalf. Please contact the Graduate Information Office for details.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Statement of Purpose</strong> <em>(Page 11)</em> A statement of purpose is required which must describe your reasons for application to the advanced program of choice. This statement should be one to two pages in length. You may upload your statement directly to the Graduate Information Office online, or return by fax, e-mail, or mail as described below.</td>
</tr>
<tr>
<td>8</td>
<td><strong>GRE Score</strong> Please request for scores to be sent from the Graduate Record Exam (GRE). The GRE must have been taken within the past ten years using the most recent scoring guide. A total score of 290 (Verbal + Quantitative), including a minimum writing score of 4.0, is expected.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Scholarly Writing Sample</strong> Go online to submit a sample of scholarly writing you have completed in the past. APA-formatted Master’s research or thesis is preferred.</td>
</tr>
</tbody>
</table>

For Administrative Licensure Specialization Students Only:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>Professional Educators License</strong> If you have a valid Professional Educators License, please submit a copy of your certificate to the Graduate Information Office by fax (800-504-7618) or by email to <a href="mailto:csmith@graduateprogram.org">csmith@graduateprogram.org</a>.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Verification of Experience Form</strong> Candidates seeking to earn the Beginning (ILL-B) Tennessee Administrative License must have at least 2 years of full time education experience in an educational setting. A member of the applicant's district administration team must verify s/he meets this standard and is eligible to apply for the Principal Licensure program. The easiest way to complete this step is to use our online system. Please note, all program requirements for this specialization must completed in Tennessee.</td>
</tr>
</tbody>
</table>

Completing your application steps online at [http://graduateprogram.org/carson-newman/doctoral/application-checklist](http://graduateprogram.org/carson-newman/doctoral/application-checklist) will allow for more immediate processing of your application. If you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:

**Graduate Off-Campus Education Programs**

Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760

**csmith@graduateprogram.org**

(800) 504-7618
Application for Postgraduate Admission (Page 1 of 2)

GENERAL INFORMATION

Name
Prefix
First
Middle
Last
Suffix
Previous Name

Address

City
State
Zip Code

Phone Type
Area Code
Phone
Email

Gender

Date of Birth
mm/dd/yyyy

SSN (XXX-XX-XXXX)

Ethnicity:

Non-Hispanic/Non-Latino
Hispanic/Latino
I prefer not to answer

Race:

White/Caucasian/Middle-Eastern
American Indian/Alaska Native
Asian
Black/African American
Hawaiian/Pacific Islander
Hispanic/Latino
Multi-Racial
I prefer not to answer

COHORT INFORMATION

Please choose the semester you plan to begin the program, your preferred class location and the program you wish to enroll in.

Semester:
Fall 2020

Program:

Doctor of Education in Educational Leadership (EdD) with Administrative Leadership Concentration

With Administrative Licensure

Without licensure

Doctor of Education in Educational Leadership (EdD) with Curriculum & Instruction Concentration

Educational Specialist (EdS) with Administrative Leadership Concentration

With Administrative Licensure

Without licensure

Educational Specialist (EdS) with Curriculum & Instruction Concentration

Location:
Online

EDUCATION HISTORY

Please list your highest degree granting institution.

Undergraduate Major

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>City</th>
<th>State or Country</th>
<th>Degree Earned</th>
<th>Start Date</th>
<th>End Date</th>
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</tbody>
</table>

CURRENT PLACE OF EMPLOYMENT

Employer

District

County
City
State


PERSONAL INFORMATION

T-Shirt Size  □ Small  □ Medium  □ Large  □ XL  □ XXL  □ XXXL

Have you ever attended Carson-Newman University?  □ Yes  □ No

Do you have any family members who are alumni of C-N?  □ Yes  □ No

If yes, what is their relationship to you? □ Sibling □ Parent □ Spouse □ Aunt □ Uncle □ Cousin □ In-law □ Grandparent

Do you have a teaching license?  □ Yes  □ No  Certificate Number __________________________ State(s) __________________________

How many years have you been teaching? __________________________

Are you currently on probation, parole, or under court restriction or have you ever been convicted of a criminal offense of any nature?  □ Yes  □ No

If yes, please explain (attach additional sheet if needed): ____________________________________________________________

CERTIFICATION AND SIGNATURE

I certify that the information provided in this application is true and correct. I understand that misrepresentation of any of the information supplied by me is sufficient cause for dismissal from Carson-Newman University.

Signature __________________________ Date __________________________

I authorize the following individual(s) to check on the status of my application on my behalf (optional):

1st Authorization - First Name __________________________ Last Name __________________________

2nd Authorization - First Name __________________________ Last Name __________________________

The fastest and easiest way to submit this form is online. If you choose to submit a paper form, please fax or mail to:

Graduate Off-Campus Education Programs
Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell Ave., Jefferson City, TN 37760

csmith@graduateprogram.org

(800) 504-7618
In order to reserve a seat in a cohort program, please submit this Graduate Cohort Registration Form along with your $50 application fee (page 6) and your Graduate Application for Admission (Pages 3 & 4) by fax to (800) 504-7618, by mail to Graduate Off-Campus Education Programs, Adult and Graduate Studies Admissions, Carson-Newman University, C-N Box 72025, 1646 Russell, Ave., Jefferson City, TN 37760, or online at http://graduateprogram.org/carson-newman/application-checklist.

REGISTRATION AGREEMENT

As part of the cohort program, I understand that I will be registered by the university for the first semester only, and I will be responsible for self-registering after the first semester. I understand that if I need to withdraw, I must do so by submitting written notification to the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Carson-Newman University’s current tuition refund policy.

Signature _______________ Date _______________

Email Address ____________________________

The fastest and easiest way to submit this form is online. If you choose to submit a paper form, please fax or mail to:

Graduate Off-Campus Education Programs
Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760

csmith@graduateprogram.org
(800) 504-7618
In order to apply to a cohort program, please submit this Application Fee Payment Form along with your Graduate Cohort Registration Form (page 5) and your Graduate Application for Admission (Pages 3 & 4) by fax to (800) 504-7618, by mail to Graduate Off-Campus Education Programs, Adult and Graduate Studies Admissions, Carson-Newman University, C-N Box 72025, 1646 Russell, Ave., Jefferson City, TN 37760, or online at [http://graduateprogram.org/carson-newman/doctoral/application-checklist](http://graduateprogram.org/carson-newman/doctoral/application-checklist).

TO PAY BY CREDIT CARD ONLINE:

- Go online to [http://graduateprogram.org/carson-newman/doctoral/application-checklist](http://graduateprogram.org/carson-newman/doctoral/application-checklist) and click the "Application Fee" button.
- NOTE: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

TO PAY BY CREDIT CARD USING THIS FORM OR BY PHONE:

- Complete this section only to pay your $50 non-refundable application fee.
- If you prefer, contact the Graduate Information Office at (800) 956-8903 to make your payment by credit card via phone.
- NOTE: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

Student Name ___________________________ Name on Card ___________________________

Cardholder Address ___________________________

Card Type: □ Visa □ MasterCard □ Discover □ American Express

3 Digit Security Code ___________________________

Card Number ___________________________ Expiration Date ___________________________

Cardholder Signature ___________________________ Today’s Date ___________________________

TO PAY BY PERSONAL CHECK:

- Complete this section only to pay your $50 non-refundable application fee.
- Please make checks payable to CARSON-NEWMAN UNIVERSITY and mail your check to Graduate Admissions for Education Programs, Adult and Graduate Studies Admissions, Carson-Newman University, C-N Box 72025, 1646 Russell, Ave., Jefferson City, TN 37760

Student Name ___________________________

I will be sending my application fee by check on (date) ___________________________

Student Signature ___________________________ Today’s Date ___________________________

The fastest and easiest way to submit this form is online. If you choose to submit a paper form, please fax or mail to:

[Email icon] Graduate Off-Campus Education Programs
Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760

csmith@graduateprogram.org

[Phone icon] (800) 504-7618
Complete all steps below to apply for financial aid. NOTE: There are financial aid options that are not based on need. Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at (865) 471-3247.

How to Apply for Financial Aid


2. Review your Student Aid Report (SAR) for accuracy. You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.

3. You will receive your financial aid award letter from Carson-Newman once you have been academically accepted. This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award.

4. Complete Loan Entrance Counseling and the Master Promissory Note. Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at [https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action) (you will need your FSA ID from Step 1).

Questions? Call the Financial Aid Office at (865) 471-3247

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

THE FEDERAL (TITLE I) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Carson-Newman University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit [https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher](https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher) for an application
Carson-Newman offers a Pay-As-You-Go payment plan administered by Official Payments. The payment plan allows you to make monthly payments, interest free, in order to spread your tuition payments over a period of several months.

**How to Enroll in a Payment Plan**


2. **Select a Payment Plan.** To enroll, select "Tennessee" as your state, "Carson-Newman" as your Plan Entity, and "Graduate" as your Plan Group. Each semester your tuition will be broken into 4 equal payments, or 12 payments per year. There is an application fee of $25 each semester. You have the option to enroll in a payment plan for 1 semester of coursework, 2 semesters of coursework, or 3 semesters for a full academic year.

3. **Create an Account and Schedule Payments.** Enter your personal information and create an account. You have the option of scheduling your payments to be automatically debited on the same date each month, or making an electronic payment each month as you go along.

4. **Accept Terms.** Review your personal information and accept the terms of your selected payment plan. When your online form is submitted, you will receive a confirmation e-mail confirming that your request has been sent to the Office of Student Accounts.

5. **Complete Enrollment.** To complete your enrollment in the payment plan, you will make or schedule your first payment. Tuition payments will be debited from a checking or savings account or credit/debit card. If using a credit/debit card, a 2.7% fee will be added to each payment. Payments are due on the 10th of each month.

**Questions? Contact the Office of Student Accounts at (865) 471-3209 or student_accounts@cn.edu.**

---

**IMPORTANT NOTES**

- We will work with students who receive tuition reimbursement from their employer.
- If you are using financial aid to pay for tuition, you must be enrolled and either provisionally or fully admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.
Carson-Newman requires official transcripts from your highest degree university as well as from any institution where you achieved licensure. Transcripts should show a minimum cumulative GPA of 3.3. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, official, sealed transcripts are required in order to be fully admitted to Carson-Newman University. Follow the steps below to request transcripts from every school that you have attended:

**To Order Transcripts:**

There are multiple ways to request transcripts, and each college or university will have their own process. Typically, the easiest way to order official transcripts is:

1. Contact the Registrar’s office at your previously attended school, either by phone, e-mail, or through your university’s website.

2. Submit a transcript request following that school’s procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar’s website. Some will allow you to order transcripts online.

3. It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at (800) 956-8903.

**Please have all official transcripts mailed to:**

Graduate Off-Campus Education Programs  
Adult and Graduate Studies Admissions  
Carson-Newman University  
C-N Box 72025  
1646 Russell Ave., Jefferson City, TN 37760

**OR official transcripts may be sent electronically to:**

adult@cn.edu

Remember: An admission decision cannot be made until all official transcripts are received
A. Employment Verification

I, [Full Name], certify that I am currently employed at [School Name] in [School County/District] [City, State].

B. Employer Authorization Form

☐ I grant permission for my employer to verify that I have successfully completed three (2) years of education working experience, as required by the state, to be recommended for the Tennessee ILL-B (Beginning) Administrator License.

☐ I grant permission for my employer to verify that I am currently employed within the above named school system.

☐ I understand that all practicum hours completed throughout the course of my program must be completed within my school district.

Student Name

Signature of Student

Date

Program that you are applying to:

To the Administrator: The student named above is a candidate for admission to a Carson-Newman University graduate program. Please complete the fields below. If you have questions, you may contact the Graduate Information Office at (800) 956-8903.

This is to certify that the candidate named above has served on a full-time basis in the school district of [School District Name] [School District City] [School District State] from [Employment Start Date] to [Employment End Date or "Present"] in the position of [Position or Title].

Dates of Prior Teaching Experience (if applicable and/or if known):

School or District where Prior Experience Took Place (if applicable and/or if known):

Does the above candidate meet the three year teaching requirement? ☐ Yes ☐ No

I certify that the named candidate is currently employed within the above named school system. ☐ Yes ☐ No

Your Printed Name

Your Title

Your Employer

Employer City

Employer State

Employer State

Your Signature

Date

Graduate Off-Campus Education Programs
Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760

csmith@graduateprogram.org

(800) 504-7618
To complete your application, provide a typed Statement of Purpose. In your statement, please describe your reasons for applying to the advanced degree program of your choice. This statement should be one to two pages in length. To upload your statement using our online system, visit [http://graduateprogram.org/carson-newman/doctoral/application-checklist](http://graduateprogram.org/carson-newman/doctoral/application-checklist) and click “Upload Statement” on Step 7.

Applicants should also submit a Scholarly Writing Sample. To upload your writing sample using our online system, visit [http://graduateprogram.org/carson-newman/doctoral/application-checklist](http://graduateprogram.org/carson-newman/doctoral/application-checklist) and click “Scholarly Writing Sample” on Step 9. An APA-formatted Master’s research or thesis is preferred.

You may also submit your statement by email, fax, or mail to:

**Graduate Off-Campus Education Programs**  
Adult and Graduate Studies Admissions  
Carson-Newman University, C-N Box 72025  
1646 Russell, Ave., Jefferson City, TN 37760  

**csmith@graduateprogram.org**  
(800) 504-7618
For Experienced, licensed teachers with a desire to become leaders in their schools and districts. A minimum of 3 years’ experience teaching in a PreK-12 classroom will be required before you enter the program. If seeking the Administrative Licensure Specialization, you must work in a TN school.

What you Learn
The Educational Specialist degree is designed for those individuals who have completed master’s degrees and wish to enhance their own professional development. Candidates will develop advanced skills in analyzing theory and research findings for application in a variety of educational settings. In addition, candidates will focus on the development of leadership skills required for implementation of research-based change strategies. For students seeking administrative licensure, the Administrator’s License (Ill) Ed.S. & Ed.D. Specialization may be taken concurrently. Ed.S. candidates complete the same courses as Ed.D. candidates, but the Ed.S. program requires only the mentored residency and professional portfolio rather than the dissertation.

Program Format
This is an online program; the student will log in regularly to complete assignments and participate in online discussions and group activities. During the fall and spring terms, the student will finish one 3 credit course every 8 weeks. During the summer, the student will complete up to four courses. Following this schedule, the student will complete the program in approximately 2 years.

Career Outcomes
Upon completion of this program students will have earned an Educational Specialist (Ed.S.) degree with a concentration in Administrative Leadership. For students who wish to seek administrative licensure, the Administrator’s License (Ill) Ed.S. & Ed.D. Specialization may be taken concurrently. Upon passing of the Praxis Leaders Licensure Assessment (SLLA) these students may be recommended for the Beginning (ILL-B) Administrative License in the state of Tennessee.

To become a candidate for Administrative Licensure in Tennessee, Administrative Leadership applicants will prepare a state-required portfolio, including a copy of their teaching license and a letter written on school system letterhead as verification of 2 completed years of teaching experience.

Note: Since Administrative Licensure is a collaborative process between P-12 schools and universities, the following needs to take place in order to be moved to candidacy for licensure: a local school system (candidates MUST work in a TN school district) must present evidence of approval of the candidate, and a state-required portfolio prepared by the student must be submitted. Applicants who do not meet the requirements for licensure are eligible to complete one of the other advanced degree tracks.

Degree Requirements

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 638</td>
<td>Foundations of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 670</td>
<td>Legal and Ethical Issues</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 721</td>
<td>Educational Leadership Theory and Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 723</td>
<td>Emergent Educational Leadership Trends and Topics</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 673</td>
<td>Management of the School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 674</td>
<td>Professional Learning Communities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 722</td>
<td>Organizational Leadership Effecting Continuous Growth in a Culture of Change</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 724</td>
<td>Financial Planning and Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 720</td>
<td>Ethical, Social, and Spiritual Leadership Principles</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 750</td>
<td>Mentored Residency Internship and Professional Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Additional coursework in a Cognate Area</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Additional coursework in a Cognate Area</td>
<td>3</td>
</tr>
<tr>
<td>EDUC-FOLIO</td>
<td>Educational Leadership Evidence Portfolio</td>
<td>0</td>
</tr>
<tr>
<td>EDUC-PRACT</td>
<td>Educational Leadership Practicum Project</td>
<td>0</td>
</tr>
<tr>
<td>EDUC-SLLLA</td>
<td>Administrative Leadership Licensure Assessment</td>
<td>0</td>
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</tbody>
</table>

Total Hours: 36

NOTE: The degree requirements listed above are tentative and are subject to change.
For
Designed for the teaching practitioner, instructional coach, lead teacher, and others who wish to work in educational leadership capacities.

What you Learn
The Educational Specialist degree is designed for those individuals who have completed master's degrees and wish to enhance their own professional development. Candidates will develop advanced skills in analyzing theory and research findings for application in a variety of educational settings. In addition, candidates will focus on the development of leadership skills required for implementation of research-based change strategies. Ed.S. candidates complete the same courses as Ed.D. candidates, but the Ed.S. program requires only the mentored residency and professional portfolio rather than the dissertation.

Program Format
This is an online program; the student will log in regularly to complete assignments and participate in online discussions and group activities. During the fall and spring terms, the student will finish one 3 credit course every 8 weeks. During the summer, the student will complete up to four courses. Following this schedule, the student will complete the program in approximately 2 years.

Career Outcomes
Upon completion of this program students will have earned an Educational Specialist (Ed.S.) degree with a concentration in Curriculum and Instruction.

Degree Requirements

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 638</td>
<td>Foundations of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 671</td>
<td>Curriculum and Instruction Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 721</td>
<td>Educational Leadership Theory and Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 740</td>
<td>The Teacher as Leader</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 672</td>
<td>Evaluation for Continuous Improvement</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 741</td>
<td>Diversity and Exceptionality Practice and Theory</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 722</td>
<td>Organizational Leadership Effecting Continuous Growth in a Culture of Change</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 637</td>
<td>Topics in the Content Field</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 720</td>
<td>Ethical, Social, and Spiritual Leadership Principles</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 750</td>
<td>Mentored Residency Internship and Professional Portfolio</td>
<td>3</td>
</tr>
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<td>Additional coursework in a Cognate Area</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Additional coursework in a Cognate Area</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** 36

NOTE: The degree requirements listed above are tentative and are subject to change.
For Experienced, licensed teachers with a desire to become leaders in their schools and districts. A minimum of 3 years’ experience teaching in a PreK-12 classroom will be required before you enter the program. If seeking the Administrative Licensure Specialization, you must work in a TN school.

What you Learn

The Doctorate in Education program is designed for those individuals who have completed master’s and/or Ed.S. degrees and who wish to extend their research expertise. Candidates will develop advanced skills in analyzing theory and research findings for application in a variety of educational settings, and they will also develop skills for conducting original research. In addition, candidates will focus on the development of leadership skills required for implementation of research-based change strategies. For students seeking administrative licensure, the Administrator's License (Ill) Ed.S. & Ed.D. Specialization may be taken concurrently. Candidates complete a series of courses and a qualifying exam prior to proceeding to the research component of the program. Candidates complete a series of courses that lead to the development of the research proposal and dissertation, the capstone research experience for the program. All research project proposals must conform to the policies and procedures of the Institutional Review Board of the Graduate Committee.

Program Format

This is an online program; the student will log in regularly to complete assignments and participate in online discussions and group activities. During the fall and spring terms, the student will finish one 3 credit course every 8 weeks. During the summer, the student will complete up to four courses. Following this schedule, it is possible to complete the program in approximately 3 years, but you may choose to complete the program over a longer time frame. The Ed.D. programs require three semesters of consecutive enrollment to satisfy residency requirements. All coursework must be completed within 7 years from full admission to the program.

Career Outcomes

Upon completion of this program students will have earned a Doctor of Education (Ed.D) degree with a concentration in Administrative Leadership. For students who wish to seek administrative licensure, the Administrator's License (Ill) Ed.S. & Ed.D. Specialization may be taken concurrently. Upon passing of the Praxis Leaders Licensure Assessment (SLLA) these students may be recommended for the Beginning (ILL-B) Administrative License in the state of Tennessee. To become a candidate for Administrative Licensure in Tennessee, Administrative Leadership applicants will prepare a state-required portfolio, including a copy of their teaching license and a letter written on school system letterhead as verification of 2 completed years of teaching experience. Note: Since Administrative Licensure is a collaborative process between P-12 schools and universities, the following needs to take place in order to be moved to candidacy for licensure: a local school system (candidates MUST work in a TN school district) must present evidence of approval of the candidate, and a state-required portfolio prepared by the student must be submitted. Applicants who do not meet the requirements for licensure are eligible to complete one of the other advanced degree tracks.

Degree Requirements

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EDUC 638</td>
<td>Foundations of Leadership</td>
<td>3</td>
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<tr>
<td>EDUC 670</td>
<td>Legal Ethical Issues</td>
<td>3</td>
</tr>
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<td>EDUC 721</td>
<td>Educational Leadership Theory and Policy Analysis</td>
<td>3</td>
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<td>EDUC 723</td>
<td>Emergent Educational Leadership Trends and Topics</td>
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<td>EDUC 751</td>
<td>Quantitative and Qualitative Research Design</td>
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<td>EDUC 673</td>
<td>Management of the School</td>
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<td>EDUC 674</td>
<td>Professional Learning Communities</td>
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<td>3</td>
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<tr>
<td>EDUC 722</td>
<td>Organizational Leadership</td>
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<tr>
<td>EDUC 724</td>
<td>Financial Planning and Responsibilities</td>
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<tr>
<td>EDUC 720</td>
<td>Ethical, Social, Spiritual Leadership Principles</td>
<td>3</td>
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<tr>
<td>EDUC 750</td>
<td>Mentored Residency Internship &amp; Professional Portfolio</td>
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<td>EDUC 752</td>
<td>Critical Analysis and Research Design</td>
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<td>EDUC 753</td>
<td>Professional Composition Studies</td>
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<tr>
<td>EDUC 754</td>
<td>Dissertation</td>
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<td>EDUC-FOLIO</td>
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<tr>
<td>EDUC-CMPEX</td>
<td>Comprehensive Exam</td>
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Total Hours  57

NOTE: The degree requirements listed above are tentative and are subject to change.
For

Designed for the teaching practitioner, instructional coach, lead teacher, and others who wish to work in educational leadership capacities.

What you Learn

The Doctorate in Education program is designed for those individuals who have completed master’s and/or Ed.S. degrees and who wish to extend their research expertise. Candidates will develop advanced skills in analyzing theory and research findings for application in a variety of educational settings, and they will also develop skills for conducting original research. In addition, candidates will focus on the development of leadership skills required for implementation of research-based change strategies. Candidates complete a series of courses and a qualifying exam prior to proceeding to the research component of the program. Candidates complete a series of courses that lead to the development of the research proposal and dissertation, the capstone research experience for the program. All research project proposals must conform to the policies and procedures of the Institutional Review Board of the Graduate Committee.

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Career Outcomes

Upon completion of this program students will have earned a Doctor of Education (Ed.D.) degree with a concentration in Curriculum and Instruction.

Degree Requirements

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<tr>
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<tbody>
<tr>
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<td>Foundations of Leadership</td>
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<td>EDUC 671</td>
<td>Curriculum and Instruction Strategies</td>
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<td>EDUC 722</td>
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<td>EDUC 637</td>
<td>Topics in Content Field</td>
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<td>EDUC 720</td>
<td>Ethical, Social, and Spiritual Leadership Principles</td>
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<td>EDUC 750</td>
<td>Mentored Residency</td>
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</tbody>
</table>

**Total Hours** 57

NOTE: The degree requirements listed above are tentative and are subject to change.
ABOUT CARSON-NEWMAN
Carson-Newman University, a Christian, private, liberal arts institution, is located in Jefferson City, some 25 miles east of Knoxville. Carson-Newman offers a campus of stately white-columned buildings on rolling, grassy hills close to Cherokee Lake and near the Great Smoky Mountains. Ranked by Forbes as being in the top three percent of America's Best Colleges, Carson-Newman has been named to the President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and civic engagement. The University's reputation is born from its commitment to Christian excellence and academic rigor as manifested through 48 undergraduate majors and a number of graduate programs in business, counseling, education, nursing, and religion.

ADMISSIONS REQUIREMENTS
Carson-Newman University grants admission to students who demonstrate adequate academic preparation and possess the characteristics necessary for success in graduate studies. The admission decision is based on academic credentials, recommendations, and other requirements established by each graduate program. Carson-Newman University does not discriminate on the basis of race, color, gender, national origin, disability, age, genetic information, or veteran status in provision of its education policies, programs, and activities. To be considered for admission, applicants must meet academic requirements and other admission criteria established by the university. The university reserves the right to deny admission to applicants who do not possess adequate academic preparation and/or those who fail to meet other admission criteria. Students who are admitted are required to abide by university policies and regulations. Each graduate program evaluates all applications, references, test scores, interview results, and transcripts before making an admission recommendation. When a decision is reached, the applicants will be notified of their admission status.

TRANSFER CREDITS
Nine (9) semester hours of graduate credit from a regionally accredited college or university may be transferred to Carson-Newman University to be used toward the Ed.S. degree. Twelve (12) semester hours of graduate credit from a regionally accredited college or university may be transferred to Carson-Newman University to be used toward the Ed.D. degree. Transfer hours must have been earned within the last five years prior to enrollment in the degree programs. Grades transferred must be an A or B. Transfer course(s) must be comparable to that offered at Carson-Newman and will be assessed on an individual basis by the student's academic advisor once a provisional acceptance decision is made.

CARSON-NEWMAN UNIVERSITY TUITION
The tuition rate for students beginning an advanced degree program in Fall 2020 is $550 per credit hour. Carson-Newman University reserves the right to raise tuition costs for future cohorts or other programs. In addition, students will be charged a technology fee of $25 per credit hour; $75 per 3 credit course.

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Information Office</td>
<td>Chris Smith</td>
<td>(800) 956-8903</td>
<td><a href="mailto:csmith@graduateprogram.org">csmith@graduateprogram.org</a></td>
</tr>
<tr>
<td>Admissions Office - Main Line</td>
<td></td>
<td>(865) 471-3223</td>
<td><a href="mailto:adult@cn.edu">adult@cn.edu</a></td>
</tr>
<tr>
<td>Admissions &amp; Services Advisor</td>
<td></td>
<td>(865) 471-4652</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td></td>
<td>(865) 471-3247</td>
<td><a href="mailto:financialaid@cn.edu">financialaid@cn.edu</a></td>
</tr>
<tr>
<td>Billing Office</td>
<td>Diana Musall</td>
<td>(865) 471-3209</td>
<td><a href="mailto:student_accounts@cn.edu">student_accounts@cn.edu</a></td>
</tr>
<tr>
<td>Education Department</td>
<td>Cindy Lang</td>
<td>(865) 471-3436</td>
<td><a href="mailto:clang@cn.edu">clang@cn.edu</a></td>
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