

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](mailto:csmith@graduateprogram.org).



**NOTE: Carson-Newman University strictly limits class size and accepts applications on a first-come, first-served basis.**

**Complete steps 1-3 below to start your file today**

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

## 1 Application (Pages 3 & 4)

Submit your application [online](#) or complete pages 3 & 4 and return by fax to (800) 504-7618.



## 2 Registration Form (Page 5)

Submit your registration [online](#) or complete page 5 and return by fax to (800) 504-7618.



## 3 \$50 Application Fee (Page 6)

Use our secure payment center to submit your non-refundable application fee [online](#) or complete page 6 and return by fax to (800) 504-7618.



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](mailto:csmith@graduateprogram.org)

# Student Application Checklist For EdS and EdD Programs



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.**

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## Financial Aid & Payment Options (Pages 7 & 8)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, complete the [FAFSA](#). 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.

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## Official Transcripts (Page 9)

Official transcripts from all institutions attended are required. Arrange for official, sealed transcripts from all colleges/universities attended. We can accept unofficial copies for provisional acceptance. If you need help, further instructions are listed on page 9.

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## Employment Verification Form (Page 10)

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.

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## GRE Score

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.

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## Scholarly Writing Sample

Go [online](#) to submit a sample of scholarly writing you have completed in the past. APA-formatted Master's research or thesis is preferred.

### For Administrative Licensure Specialization Students Only:

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## Professional Educators License

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 [csmith@graduateprogram.org](mailto:csmith@graduateprogram.org).

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## Verification of Experience Form

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 be completed in Tennessee.

Completing your application steps online at <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](mailto:csmith@graduateprogram.org)



(800) 504-7618

## GENERAL INFORMATION

**Name**

**Address**

**Phone Type**  **Area Code**  **Phone**  **Email**

**Gender**  Male  Female **Date of Birth**  **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 2021

- Program:**  Doctor of Education in Administrative Leadership (EdD)  
 Seeking Administrative License Add-On  Not Seeking Administrative License Add-On  
 Doctor of Education in Educational Leadership (EdD) with Curriculum & Instruction Concentration  
 Educational Specialist (EdS) with Administrative Leadership Concentration  
 Seeking Administrative License Add-On  Not Seeking Administrative License Add-On  
 Educational Specialist (EdS) with Curriculum & Instruction Concentration

**Location:**  Online

## EDUCATION HISTORY

Please list your highest degree granting institution.

**Undergraduate Major**

College/University Name	City	State or Country	Degree Earned	Start Date	End Date

## 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):

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## CERTIFICATION AND SIGNATURE

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

**1<sup>st</sup> Authorization - First Name**  **Last Name**

**2<sup>nd</sup> Authorization - First Name**  **Last Name**

*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**

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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](mailto:csmith@graduateprogram.org)



**(800) 504-7618**

# Advanced Degree Registration Form

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 and my advisor 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](mailto:csmith@graduateprogram.org)



**(800) 504-7618**

# Application Fee Payment Form

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>.

## TO PAY BY CREDIT CARD ONLINE:

- Go online to <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  Street  City  State  Zip Code

Card Type:  Visa  MasterCard  Discover  American Express **3 Digit Security Code**   
(found on back of card)

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:

 **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](mailto:csmith@graduateprogram.org)  
 **(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 or [finaid@cn.edu](mailto:finaid@cn.edu).

## How to Apply for Financial Aid

- 1 Complete the 2021-2022 Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).** You will need your 2019 Federal Tax Return, your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and Carson-Newman University's School Code (003481). Graduate students are considered independent for financial aid purposes.
- 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> (you will need your FSA ID from Step 1).

**Questions? Call the Financial Aid Office at (865) 471-3247 or email at [finaid@cn.edu](mailto:finaid@cn.edu)**

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## 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

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## 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> for an application**

# Enrolling in a Pay-As-You-Go Payment Plan

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

Visit the Official Payments website at <https://tuitionassistant.com/> to enroll in a payment plan. Click "Start Now!"

**Questions? Contact the Office of Student Accounts at  
(865) 471-3209 or [student-accounts@cn.edu](mailto:student-accounts@cn.edu).**

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## 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.



# How to Request Official Transcripts

Official transcripts from all institutions attended are required. 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.



**Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 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](mailto:adult@cn.edu)

**Remember: An admission decision cannot be made until all official transcripts are received**

# Employment Verification Form, Verification of Experience Form

## 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 in the state of Tennessee.

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**

, in ,   
 School District Name School District City School District State

from  to  in the position of   
 Employment Start Date Employment End Date or "Present" 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

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](mailto:csmith@graduateprogram.org)

 **(800) 504-7618**

Applicants should submit a Scholarly Writing Sample. To upload your writing sample using our online system, visit <http://graduateprogram.org/carson-newman/doctoral/application-checklist> and click "Scholarly Writing Sample" on Step 8. 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](mailto:csmith@graduateprogram.org)



**(800) 504-7618**

## For

Experienced, licensed teachers with a desire to become leaders in their schools and districts. To become eligible for administrative licensure, at least two years of licensed TN teaching experience in a PreK-12 classroom is required, along with present employment in a Tennessee school. (See Administrative License Specialization Program for more details on the license.)

## 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 Specialization may be taken concurrently (see Administrative License Specialization program for more details on the license).

## 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 typically 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

Graduates are eligible to market themselves for leadership roles in PreK-12 schools and districts.

## Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 670	Legal and Ethical Issues	3
EDUC 673	Management of the School	3
EDUC 674	Professional Learning Communities	3
EDUC 720	Ethical, Social, and Spiritual Leadership Principles	3
EDUC 721	Educational Leadership Theory and Policy Analysis	3
EDUC 722	Organizational Leadership Effecting Continuous Growth in a Culture of Change	3
EDUC 723	Emergent Educational Leadership Trends and Topics	3
EDUC 724	Financial Planning and Responsibilities	3
EDUC 750	Mentored Residency Internship and Professional Portfolio	3
COGNATE	Additional coursework in a Cognate Area	3
COGNATE	Additional coursework in a Cognate Area	3
EDUC ANRVW	Annual Review	0
EDUC CAPS	Capstone	0
<b>Total Hours</b>		<b>36</b>

**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. To become eligible for administrative licensure, at least two years of licensed TN teaching experience in a PreK-12 classroom is required, along with present employment in a Tennessee school. (See Administrative License Specialization Program for more details on the license).

## 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. 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. 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. Dissertation must be successfully defended for graduation.

## 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 typically 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

Graduates are eligible to market themselves for leadership roles in PreK-12 schools and districts.

## Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 670	Legal Ethical Issues	3
EDUC 673	Management of the School	3
EDUC 674	Professional Learning Communities	3
EDUC 720	Ethical, Social, Spiritual Leadership Principles	3
EDUC 721	Educational Leadership Theory and Policy Analysis	3
EDUC 722	Organizational Leadership	3
EDUC 723	Emergent Educational Leadership Trends and Topics	3
EDUC 724	Financial Planning and Responsibilities	3
EDUC 750	Mentored Residency Internship & Professional Portfolio	3
EDUC 751	Quantitative and Qualitative Research Design	3
EDUC 752	Critical Analysis and Research Design	3
EDUC 753	Professional Composition Studies	3
COGNATE	Additional coursework in a Cognate Area	3
COGNATE	Additional coursework in a Cognate Area	3
EDUC ANRVW	Annual Review	0
EDUC CAPS	Capstone	0
EDUC CMPEX	Comprehensive Exam	0
EDUC 754A	Dissertation	6
EDUC 754B	Dissertation	6
<b>Total Hours</b>		<b>57</b>

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

## Post-master's administrative license program for

This license-only program is built for Tennessee teachers seeking leadership roles in PreK-12 schools, and already holding an advanced degree. At least two years of licensed TN teaching experience in a PreK-12 classroom is required, along with present employment in a Tennessee school. This can be completed concurrently with the M.Ed Educational Leadership Program or as a non-degree seeking student.

## Program Highlights & Benefits

- Available in an entirely online format
- Can be obtained in as little as five semesters
- Typically, in fall and spring semesters, one course is completed every eight weeks; in summer, two to four courses are taken depending upon the program.

## Candidates will

- Pass the School Leaders Licensure Assessment Praxis Exam
- Develop extensive knowledge of governance and change within educational and other societal institutions
- Foster and maintain relationships within the school, and with the district, parents, and community members to support student achievement
- Complete coursework regarding School Management, Financial Planning, and Leadership Foundations

## Formatting to Accommodate the Busy Lifestyles of Educators

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students typically finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately five semesters.

## Career Outcomes

Graduates are eligible to market themselves for leadership roles in PreK-12 schools and districts.

## Program Requirements

Number	Title	Hours
EDUC 527	School Safety and Security	3
EDUC 575	Administrator Field Experience	3
EDUC 638	Foundations of Leadership	3
EDUC 670	Legal and Ethical Issues	3
EDUC 672	Evaluation for Continuous Improvement	3
EDUC 673	Management of the School	3
EDUC 674	Professional Learning Community	3
EDUC 721	Educational Leadership Theory & Policy Analysis*	3
EDUC 724	Financial Planning & Responsibilities*	3
EDUC 750	Mentored Residency Internship & Professional Portfolio*	3
<b>Total Hours</b>		<b>21</b>

**NOTE:** The specialization requirements listed above are tentative and subject to change. This is not an official class schedule. Courses highlighted in blue are the 21 credits required toward Principal Licensure.

\*700-level courses are only available to those students pursuing an EdS or EdD degree with C-N or who already hold an EdS or EdD degree from another institution.

## 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 typically 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

Number	Title	Hours
EDUC 637	Topics in the Content Field	3
EDUC 638	Foundations of Leadership	3
EDUC 671	Curriculum and Instruction Strategies	3
EDUC 672	Evaluation for Continuous Improvement	3
EDUC 720	Ethical, Social, and Spiritual Leadership Principles	3
EDUC 721	Educational Leadership Theory and Policy Analysis	3
EDUC 722	Organizational Leadership Effecting Continuous Growth in a Culture of Change	3
EDUC 740	The Teacher as Leader	3
EDUC 741	Diversity and Exceptionality Practice and Theory	3
EDUC 750	Mentored Residency Internship and Professional Portfolio	3
COGNATE	Additional coursework in a Cognate Area	3
COGNATE	Additional coursework in a Cognate Area	3
EDUC ANRVW	Annual Review	0
EDUC CAPS	Capstone	0
<b>Total Hours</b>		<b>36</b>

**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. Dissertation must be successfully defended for graduation.

## 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 in Administrative Leadership with a concentration in Curriculum and Instruction.

## Degree Requirements

Number	Title	Hours
EDUC 637	Topics in Content Field	3
EDUC 638	Foundations of Leadership	3
EDUC 671	Curriculum and Instruction Strategies	3
EDUC 672	Evaluation for Continuous Improvement	3
EDUC 720	Ethical, Social, and Spiritual Leadership Principles	3
EDUC 721	Educational Leadership Theory and Policy Analysis	3
EDUC 722	Organizational Leadership	3
EDUC 740	The Teacher as Leader	3
EDUC 741	Diversity and Exceptionality Practice and Theory	3
EDUC 750	Mentored Residency	3
EDUC 751	Quantitative and Qualitative Research Design	3
EDUC 752	Critical Analysis and Research Design	3
EDUC 753	Professional Composition Studies	3
COGNATE	Additional coursework in a Cognate Area	3
COGNATE	Additional coursework in a Cognate Area	3
EDUC ANRVW	Annual Review	0
EDUC CMPEX	Comprehensive Exam	0
EDUC 754A	Dissertation	6
EDUC 754B	Dissertation	6
<b>Total Hours</b>		<b>57</b>

**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, 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. As an education preparation provider (EPP), Carson-Newman has been nationally accredited since 1965, first by the National Council for the Accreditation of Teacher Education (NCATE) and most recently by the Council for the Accreditation of Educator Preparation (CAEP).

## 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 and must not have been applied towards another degree. Twelve (12) semester hours of graduate credit from a regionally accredited college or university may be transferred to C-N to be used toward the Ed.D. degree. Transfer hours must have been earned within the last five years prior to enrollment in the 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 an acceptance decision is made and the student has submitted a Transfer Credit Request Form as well as course descriptions.

## CARSON-NEWMAN UNIVERSITY TUITION

The tuition rate for students beginning an advanced degree program in Fall 2021 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 \$50 per credit hour; \$150 per 3 credit course.

## IMPORTANT CONTACT INFORMATION

Graduate Information Office	Chris Smith	(800) 956-8903	<a href="mailto:csmith@graduateprogram.org">csmith@graduateprogram.org</a>
Admissions Office - Main Line		(865) 471-7126	<a href="mailto:adult@cn.edu">adult@cn.edu</a>
Financial Aid Office		(865) 471-3247	<a href="mailto:finaid@cn.edu">finaid@cn.edu</a>
Student Accounts	Diana Musall	(865) 471-3209	<a href="mailto:student-accounts@cn.edu">student-accounts@cn.edu</a>
Education Department	Cindy Lang	(865) 471-3320	<a href="mailto:CNEducation@cn.edu">CNEducation@cn.edu</a>