Thank you for your interest in Carson-Newman University’s advanced degree programs. We are pleased to bring our postgraduate 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 and registration form, (Steps 1-2 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 (865) 383-0759 or by e-mail at csmith@graduateprogram.org.

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) - WAIVED
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
(865) 383-0759
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><strong>4</strong></td>
<td><strong>Financial Aid &amp; Payment Options (Pages 7 &amp; 8)</strong>&lt;br&gt; Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, complete the <a href="#">FAFSA</a>. For more information, see page 7. It is in your best interest to complete the financial aid process as early as possible.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Official Transcripts (Page 9)</strong>&lt;br&gt; 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.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Employment Verification Form (Page 10)</strong>&lt;br&gt; 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 online. This will allow us to e-mail your supervisor on your behalf. Please contact the Graduate Information Office for details.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>Professional Reference Forms</strong>&lt;br&gt; The easiest and fastest way to request a reference is to use our online system. This will allow us to e-mail reference forms directly to your recommenders on your behalf. Each applicant must submit two recommendation forms from professional or academic references (1 professional and 1 academic is preferred but not required).</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>Scholarly Writing Sample</strong>&lt;br&gt; Submit a sample of scholarly writing you have completed in the past. APA-formatted thesis or published work is preferred and will be accepted. If the applicant does not have access to a copy of a scholarly writing sample, they may contact the Graduate Information Office for a writing prompt.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>Professional Educators License</strong>&lt;br&gt; If you have a valid Professional Educators License, please submit a copy of your certificate to the Graduate Information Office by email to <a href="mailto:csmith@graduateprogram.org">csmith@graduateprogram.org</a>. A copy of your teaching license can also be found at TNcompass. All applicants must have 3 years of education experience by the start of the program. If you do not have a teaching license, then you may provide other proof of education experience. Please contact the Graduate Information Office for more details.</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>GRE Scores - OPTIONAL</strong>&lt;br&gt; 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><strong>11</strong></td>
<td><strong>Confidentiality Agreement For Field Placement Assignments</strong>&lt;br&gt; Complete and submit the confidentiality agreement form online for faster processing or see page 12.</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>Verification of Experience Form</strong>&lt;br&gt; Candidates seeking to earn the Beginning (ILL-B) Tennessee Administrative License must have at least 2 years of full time education experience. A member of the applicant’s district administration team must verify s/he meets this standard and is eligible to apply for the program. The easiest way to complete this step is online. All program requirements for this specialization must completed in Tennessee.</td>
</tr>
</tbody>
</table>

For anyone joining a program that leads towards ILL-B (Principal) licensure:

Completing your application steps [online](#) or if you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:

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

- **csmith@graduateprogram.org**

- **(800) 504-7618**
GENERAL INFORMATION

Name

Prefix
First
Middle
Last

Suffix
Previous Name

Address

City
State
Zip Code

Phone Type

Area Code
Phone
Email

Gender

Male
Female

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 2024

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

<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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

CURRENT PLACE OF EMPLOYMENT

School of Employment

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 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 __________________________

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 __________________________

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 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

(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.

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 (865) 383-0759 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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Name on Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Address</td>
<td></td>
</tr>
<tr>
<td>Card Type:</td>
<td>Visa</td>
</tr>
<tr>
<td>3 Digit Security Code</td>
<td></td>
</tr>
<tr>
<td>Card Number</td>
<td>Expiration Date</td>
</tr>
<tr>
<td>Cardholder Signature</td>
<td>Today's Date</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Student Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will be sending my application fee by check on (date)</td>
</tr>
<tr>
<td>Student Signature</td>
</tr>
</tbody>
</table>

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
Applying for Financial Aid

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.

**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 or email at finaid@cn.edu**

**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.gov/sa/repay-loans/forgiveness-cancellation/teacher](https://studentaid.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**

Visit the Official Payments website at [https://tuitionassistant.com/](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.

**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 (865) 383-0759.

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 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 [School District Name] in [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
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
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](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  
(800) 504-7618
Several federal and state laws protect the privacy rights of students and families. Yet, for university students, there are many instances in which confidential information is discussed in order to better understand P-12 students and how to help them. As a Carson-Newman student, you may share confidential information only in discussions and assignments that are an integral part of your clinical training. Even within this restricted use, names and other identifying characteristics should always be masked. **If, at any time, the terms of confidentiality are violated, termination of the placement may occur.**

**AS A PARTICIPANT IN A FIELD EXPERIENCE PLACEMENT IN A PK-12 SETTING:**

- I realize that I am subject to the code of ethics of the school in which I am placed.
- I will keep confidential matters private.
- I understand that field placements are a privilege and not a right. The school’s principal and/or university supervisor reserves the right to deny or remove any Carson-Newman student who violates confidentiality or other district 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**
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

<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 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 720</td>
<td>Ethical, Social, and Spiritual Leadership Principles</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 722</td>
<td>Organizational Leadership</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 724*</td>
<td>Financial Planning and Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 750*</td>
<td>Mentored Residency Internship &amp; Professional Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>COGNATE</td>
<td>Additional coursework in a Cognate Area</td>
<td>3</td>
</tr>
<tr>
<td>COGNATE</td>
<td>Additional coursework in a Cognate Area</td>
<td>3</td>
</tr>
<tr>
<td>EDUC anrvw</td>
<td>Annual Review</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

**NOTE:** The degree requirements listed above are tentative and are subject to change. This is not an official class schedule. Courses with an asterisk are the 21 credits required towards Principal Licensure.
EdD: Administrative Leadership

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

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
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<td>Financial Planning and Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 750*</td>
<td>Mentored Residency Internship &amp; Professional Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 751</td>
<td>Quantitative and Qualitative Research Design</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 752</td>
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**Total Hours** 57

**NOTE:** The degree requirements listed above are tentative and are subject to change. Courses with an asterisk are the 21 credits required towards Principal Licensure.
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

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

**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

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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>Evaluation for Continuous Improvement</td>
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<td>EDUC 720</td>
<td>Ethical, Social, and Spiritual Leadership Principles</td>
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<td>Educational Leadership Theory and Policy Analysis</td>
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<td>EDUC 722</td>
<td>Organizational Leadership Effecting Continuous Growth in a Culture of Change</td>
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<td>EDUC 740</td>
<td>The Teacher as Leader</td>
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<tr>
<td>EDUC 741</td>
<td>Diversity and Exceptionality Practice and Theory</td>
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<tr>
<td>EDUC 750</td>
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**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

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<td>EDUC 750</td>
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<td>Quantitative and Qualitative Research Design</td>
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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, 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 2024 is $580 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 $55 per credit hour; $165 per 3 credit course.

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Graduate Information Office</th>
<th>Chris Smith</th>
<th>(865) 383-0759</th>
<th><a href="mailto:csmith@graduateprogram.org">csmith@graduateprogram.org</a></th>
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<tbody>
<tr>
<td>Admissions Office - Main Line</td>
<td></td>
<td>(865) 471-7126</td>
<td><a href="mailto:adult@cn.edu">adult@cn.edu</a></td>
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<tr>
<td>Financial Aid Office</td>
<td></td>
<td>(865) 471-3247</td>
<td><a href="mailto:finaid@cn.edu">finaid@cn.edu</a></td>
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<tr>
<td>Student Accounts</td>
<td>Diana Musall</td>
<td>(865) 471-3209</td>
<td><a href="mailto:student-accounts@cn.edu">student-accounts@cn.edu</a></td>
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<tr>
<td>Education Department</td>
<td>Cindy Lang</td>
<td>(865) 471-3320</td>
<td><a href="mailto:CNEducation@cn.edu">CNEducation@cn.edu</a></td>
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