

APPLICATION PROCESS FOR PROGRAMS IN THE DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING

Steps in the Application Process for all applicants in the Department

Step 1: Read the program description (available online) to make sure the program matches your goals.
<<http://web.utk.edu/%7Eedpsych/>>

Step 2: Get copies of the two application forms you will need to complete and submit. You can request hard copies by contacting Julie Harden at <jharden@utk.edu> or 865-974-1319, or using these urls:

1. UT Graduate School Application <<http://admissions.utk.edu/graduate/contactus.shtml>>
2. Departmental Application <http://web.utk.edu/~edpsych/admissions_US.html>

Step 3: Apply for admission to The University of Tennessee Graduate School.

Submit Graduate School application materials as listed below.

(**IMPORTANT NOTE:** It is best to submit these items to the Graduate School at least 4-6 weeks prior to the deadline for the program to which you are applying so they can be processed and forwarded to the Department by that date.)

You should submit:

1. A completed *Graduate Application for Admission* form.
2. A \$35.00 non-refundable application fee.
3. An official transcript from each university you have attended (both graduate and undergraduate).
4. Your Graduate Record Examination (GRE) Scores.

Note: The School Psychology programs require GRE scores for all applicants. GRE scores are not required for the masters' programs in Educational Psychology: Adult Education and Applied Educational Psychology (name change pending) do not require GRE scores. All other programs require GRE scores except for international students. Important: You need to arrange to have a copy of your scores reported to the Graduate School at least 4-6 weeks prior to the program deadline.

5. Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOFEL). A minimum score of 213 on the computer based test or 550 on the paper test is required for admission consideration. The score must be no more than 2 years old. Applicants who have received a degree from an accredited U.S. institution within the past 2 years are exempt from the TOFEL requirement. All students whose native language is not English must take an English proficiency examination after arrival at UT. Refer to the section on English Proficiency in the UT Graduate Catalog.

Mail the Graduate School application items to the following address:

Office of Graduate and International Admissions
The University of Tennessee
201 Student Services Building
Knoxville, TN 37996-0220
Phone: (865) 974-3251
Fax: (865) 974-6541

International students needing Visa and financial information should check the UT website and/or contact the Center for International Education (CIE) by phone (865) 974-3177 or email <international@utk.edu>

Note: If you already have been admitted to the Graduate School (either as a non-degree student or as a degree-seeking student), you will need to complete a "Request for Change of Graduate Program" form (also referred to as a "revision form"). This form can be obtained from the Office of Graduate and International Admissions.

Step 4: Apply for admission to the program of your choice in the Department of Educational Psychology and Counseling. It is a good idea to contact the coordinator or co-coordinators of the program to which you are applying to introduce yourself and seek additional information about the program. If you received a mailed copy of the departmental application information, a listing of contact information for each program is included. If you are reading this information online, you can find the program coordinator information listed on the program overview page for each program. (Note: Applicants to the Rehabilitation Counselor Education program, Mental Health Counseling program, or the School Counseling program, need to complete a program application in addition to the departmental application.) If you have general questions about the application process contact Julie Harden at 865-974-1319 or <jharden@utk.edu>.

In addition to the Graduate School Application, **you must submit the departmental application by the deadline for the program to which you are applying.** The application deadlines for each program are listed on the first page of the departmental application.

You should submit:

1. A completed Departmental application form.
2. A resume` (including but not limited to information listed on the second page of the application)
3. A letter of introduction. (Limit this letter to no more than 3 typed, double-spaced pages. See the second page of the application for other details.)
4. Three completed rating forms.
These forms may be obtained online at <<http://web.utk.edu/~edpsych/ratingform.pdf>> Choose raters who can assess your academic background and likely success in a rigorous doctoral program. If you are a recent graduate, you should include one or more faculty members who can attest to your work as a student. Other appropriate raters include work supervisors. Family members and personal friends are not appropriate raters. You need to prompt your raters to mail their forms by the program application deadline to the departmental address listed below. **At least two of your rating forms must be submitted before your application will be considered complete.** It is to your advantage, however, to make sure that all three rating forms are submitted on time. We also encourage you to ask raters to attach a letter of reference to the rating form.

Mail the **departmental application items** to the following address:

Julie Harden
Department of Educational Psychology and Counseling
The University of Tennessee
A525 Claxton Complex
Knoxville, TN 37996-3452
phone: 865-974-1319

Important Note: It is *your* responsibility to check on the status of your application to be sure all materials arrive prior to the program application deadline. This includes both your Graduate School Application and your Departmental Application materials.

- To check on the status of your application to the UT Graduate School, see information on the Graduate School Admissions website at <<http://admissions.utk.edu/graduate/check.shtml>>, or call (865) 974-3251.
- To check on the status of your application to the Department, call Julie Harden at (865) 974-1319.

Step 5: Faculty will review applications and in some cases a representative of your program may contact you for an interview. While it is best to interview on campus, those students who have difficulty doing so may arrange for phone or email interviews with your program coordinator.

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of education programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and changes of violation concerning Title VI, Title IX, Section 504, ADA, the Age Discrimination in Employment Act (ADEA), or any of the other above referenced policies should be directed to the Office Equity and Diversity (OED); 1840 Melrose Avenue; Knoxville, Tennessee 37996-3560; telephone (865) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management; 600 Henley Street; Knoxville, Tennessee 37996-4125.

DEPARTMENTAL APPLICATION - GRADUATE STUDY

Department of Educational Psychology and Counseling
The University of Tennessee, Knoxville
A525 Claxton Complex
Knoxville, TN 37996-3452
(865) 974-8145

Name: _____ Proposed Entrance Date: _____
Last First Middle Semester/Year

DEGREE OFFERINGS

(Check only the **one** program to which you are applying)

Please refer to program descriptions or departmental website <<http://web.utk.edu/~edpsych/>> for an overview of each program and degree.

Master of Science

- Cultural Studies
- Educational Psychology: Adult Education*
- Educational Psychology: Applied Educational Psychology*
- Instructional Technology
- Mental Health Counseling (CACREP accredited)
- Rehabilitation Counselor Education (CORE accredited)
- School Counseling (CACREP accredited)
- Web IT

Complete Application Deadline Date

Open enrollment
March 15 and October 15
February 15 and October 15
Open enrollment
February 1
March 15 and November 1
February 1
March 15 and October 15

Educational Specialist

- Instructional Technology
- School Counseling (CACREP accredited)
- School Psychology (*NASP accredited*)

Open enrollment
February 1
January 15

Doctor of Philosophy in Education

- Collaborative Learning*
- Counselor Education
- Cultural Studies
- Educational Psychology: Adult Education*
- Educational Psychology: Applied Educational Psychology*
- Evaluation and Assessment
- Instructional Technology
- School Psychology (*APA & NASP accreditation*)

April 1
December 15
February 1
February 15 and October 15
January 15 and May 15
no deadline at this time
February 1
January 15

Financial Assistance (Doctor of Philosophy Applicants only)

- Please check here if you are interested in being considered for a doctoral assistantship

* No accrediting bodies exist for these programs.
(application updated 2/25/2009)

Name: _____
Last First Middle

E-mail Address: _____ SSN: _____

Current Address: _____ Phone: _____
Number and Street

City State Zip Current until month/day/year

Permanent Address: _____ Phone: _____
Number and Street

City State Zip

Citizenship (Country): _____ Visa Status: _____

GRE Scores: Verbal _____ Quantitative _____ Analytical _____ TOEFL Scores: _____

Date Taken _____

(Note: See step 3 items 4 and 5 for information about what is required of applicants regarding these scores.)

ITEMS TO SUBMIT WITH DEPARTMENT APPLICATION

1. **Resume`** including but not limited to the following information:
 - Education
 - Work experience
 - Publications and professional presentations
 - Research involvement
2. **Letter of Introduction** limited to no more than 3 typed, double spaced pages and including:
 - Your career goals
 - How your past educational, work, and/or personal experiences led you to these goals
 - How you think this program and degree can assist you in reaching these goals
3. **Writing Sample**
4. **Additional Information** (Include comments on a separate page regarding any special circumstances that you would like the program faculty to consider when reviewing your application.)

I certify that the foregoing statements and all other information and transcripts submitted are true and correct. I understand that falsification or deliberate omission of information is grounds for rejection of the application or dismissal from the university.

Date

Applicant's Signature