

College of Communication and Information – University of Tennessee, Knoxville¹ Application Instructions for College-Wide Doctoral Degree

Admission to the Ph.D. in Communication and Information is a two-step process. First, the following are sent to the University of Tennessee Graduate Admissions Office at 201 Student Services Building, Knoxville, TN 37996-0220.

1. Application fee and University Graduate Application for Admission Form available at: <https://www.applyweb.com/apply/utg/>.
2. Have registrar(s) send copy of transcripts from colleges and/or universities you have attended.
3. Official results of Graduate Record Exam (GRE, general aptitude test).
4. Students who are not native speakers of English and have not earned a degree from an institution that teaches in English must submit official results of the Test of English as a Foreign Language.

Second, send the following to the College of Communication and Information (CCI) Associate Dean's office at 302 Communications Building, Knoxville, TN 37996:

1. All of the materials detailed in the check list on the following page.
2. Three applicant rating forms completed by individuals who can evaluate your likelihood for success in graduate school (e.g., former professors). Available at: <http://admissions.utk.edu/graduate/forms/ratingform.pdf>.

If you are interested in receiving funding you should also complete application forms as appropriate for:

1. An assistantship or associateship (see: <http://cci.utk.edu/files/u11/gaapplication.pdf>)
2. Scholarships/fellowships (see: <http://cci.utk.edu/files/u11/ccigradscholarship.pdf>)
3. You should also check for possible funding assistance from the University at: <http://gradschool.utk.edu/gradfund.shtml>.

If you are seeking funding, the application deadline is February 1. Review of all applicants begins February 1. Even if you aren't seeking funding, you should submit application materials by February 1 to have the best chance of being considered for doctoral studies. While later applications may be accepted, the program stops reviewing applications when the incoming class is full. A limited number of slots open each fall and preference is given to applicants whose materials are submitted on or before February 1.

¹ The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational 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 its 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 charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 2110 Terrace Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

CCI Ph.D. Application Check List

Place a check next to each item on the list to indicate that the materials are included. Complete the last two sections, sign this form and include the check list with your application package.

_____ **Personal Information**

Provide a resume/curriculum vita that includes (at a minimum) the following information. Or, provide a separate sheet with these details.

1. Your contact information. Please include your name, address, e-mail, and phone number.
2. Your educational background. Please include each degree you have earned as well the institution and year the degree was earned. Provide overall GPA at each of those institutions.
3. Your work experience. Please include the organizations where you worked, your position/title, and the dates that you worked for that organization. Also include any information about how this job may have helped prepare you for graduate study.
4. Also include any awards, honors, or other personal accomplishments.

_____ **Research Interests**

Provide a brief statement of your research interests. Include a summary of completed or in-progress research/creative works. If you have made scholarly presentations at conferences/symposia, and/or published your research/creative work, please provide a summary. You may also provide a sample of your scholarly work if you choose.

_____ **Statement of Purpose**

Provide a three-page statement explaining why you wish to pursue doctoral studies in Communication and Information at the University of Tennessee. Topics you may wish to consider in this statement are: career objectives and how this degree will help you achieve them, factors in your educational/professional background that have led you to pursue this degree, accomplishments you would like the committee to consider in reviewing your application, etc.

_____ **Information Sources**

To help us learn how to better communicate with potential doctoral students, please indicate which source(s) you used for information about the CCI doctoral program. Check all that apply:

___ CCI Web site ___ CCI Brochure ___ Academic conferences/publications

___ Current/former professor(s) ___ Listserv announcement ___ Peterson's Guide

___ Other (specify) _____

_____ **Waiver**

Finally, please check the appropriate box below, sign and date in the spaces provided, and provide this Check List along with your CCI application materials.

I waive do not waive my rights to examine references obtained from any of the names I have furnished for purposes of evaluating my application for admission.

Signature: _____ Date: _____