

ADMISSION GUIDE AND APPLICATION

Entering The University of Tennessee and the College of Business Administration's Physician Executive MBA (PEMBA) program is a major milestone on the path of Physician Leadership. You will begin a period of dramatic professional growth and development. The challenging curriculum will help you think about and understand the business of medicine from a new vantage point and perspective. Admission into the university and acceptance into the PEMBA program is highly competitive and we expect the class to fill quickly.

Acceptance into the PEMBA program does **not** require GMAT or GRE examination scores. As a physician, you have demonstrated academic ability.

Before you begin your application, please carefully read and follow the instructions. This will prevent delays in the processing of your application.

APPLY BY:

Please file your application on or before the following dates.

	Deadline	Application Must Be Complete By
International Students*	June 15	August 15
U.S. Early Decision Deadline	July 15	August 15
U.S. Regular Decision Deadline	November 1	November 15

*Non U.S. Citizens or Permanent Residents

2010 ACADEMIC SCHEDULE

Event	Date
Computer Boot Camp	January 7-8
Residence Period I	January 9-16
Distance Education I	January 17-April 23
Residence Period II	April 24-May 1
Distance Education II	May 2-August 13
Residence Period III	August 14-21
Distance Education III	August 22-December 3
Residence Period IV	December 4-10
Graduation	December 10

PROGRAM FEES AND PAYMENT SCHEDULE

Program fees cover tuition, meals and breaks during residency periods, textbooks and course materials, special events, some software, transportation to and from classes or special events during a residence period, 25 hours of Continuing Medical Education (extracurricular), a personalized Leadership Development Plan, and various incidentals. You are responsible for transportation, lodging, the required notebook computer, and Internet connection charges.

Fees for the 12-month program are \$62,000. An advance program fee of U.S. \$1,000.00 is required and must be sent in with your application. Financial aid (up to the cost of attendance) and Veteran's Benefits are available to those that qualify. The advance program fee is refundable only if we deny your admission.

GENERAL CREDENTIALING REQUIREMENTS:

Applicants to the University of Tennessee and the Physician Executive MBA program must provide specific documents in a ***prompt and timely*** fashion as part of our credentialing process. Applicants should:

- A. Submit a complete application form and required supporting documents (forms, essays, short answer questions, *C.V.* or resume, and additional documents if you are not a U.S. Citizen or Permanent Resident Alien)
- B. Pay the Advance Program Fee of U.S. \$1,000.00 at the time of application
- C. Make arrangements for ***timely*** delivery of original, official transcripts* from each institution from which college or university credit was earned to us (address listed below)

*If educated outside the United States, this requirement is typically fulfilled by provision of official, individually attested mark sheets and a degree confirmation. The mark sheets should be attested by the institution's (as opposed to officials from an affiliated college) registrar or controller of exams. More information is available from the web at: admissions.utk.edu/graduate/forms/intl.admission.guide.pdf

MINIMUM ADMISSION AND ACCEPTANCE STANDARDS:

When you apply, your application is simultaneously filed with the University of Tennessee's Office of Graduate and International Admissions and the Physician Executive MBA program. However, you need not complete two separate applications. Our applicants follow a streamlined application process.

University Admission

The University's Office of Graduate and International Admissions (OGIA) will consider your application for **general admission** into the University. OGIA will notify you as to those documents that they need to process your file. After your application documentation requirements have been met, the OGIA will review your file to determine whether your application meets the eligibility requirements set forth for the university as a whole. Typically, successful general admission into the University requires a:

- A. Bachelor's degree from a regionally accredited college or university or foreign equivalent

- B. Medical Doctorate from a regionally accredited college or university or foreign equivalent
- C. Minimum grade-point average of 2.7 out of a possible 4.0, or a 3.0 during the senior year of undergraduate study. Previous graduate work must have a grade-point average of 3.0 on a 4-point scale or equivalent on all graduate work.

Nota Bene: If your grade point average (GPA) is lower than the OGIA minimum, do not lose heart! In many cases, the sum of the applicant's accomplishments, achievements and continuing post-graduate education has provided the OGIA and our faculty with conclusive evidence that, despite a lower GPA, the applicant merits admission and acceptance. These cases are handled on a case-by-case basis.

Program Acceptance

Consideration for acceptance into the Physician Executive MBA program takes place after the Office of Graduate and International Admissions has determined you are eligible for general admission into the university.

The program's faculty committee will, using a holistic approach, review your entire application, not just your academic record's GPA, when making an acceptance decision. The faculty committee meets regularly so that you'll have an answer without an extensive wait.

ABOUT YOUR APPLICATION

Begin by gathering the information you will need to complete your application or information needed by the university's Office of Graduate and International Admissions and the PEMBA Program.

- A. The first task to complete is to contact each higher education institution you have attended and to ask them to send official transcripts to us. **Residency program certificates or transcripts that did not result in the awarding of college-level credit are not needed.**
- B. Complete the enclosed application form, including the short answer and essay questions and return it to us
- C. Enclose the Advance Program Fee payment of U.S. \$1,000.00. If paying by check, please ensure the check is drawn against a U.S. Bank and is payable in U.S. dollars. Make the check payable to "The University of Tennessee".
- D. If you are a U.S. Permanent Resident or are a non-citizen already working, living or studying in the United States,

You may apply online at www.pemba.utk.edu/admissions/admissionsinfo.html
Need help with your application or have a question? Call (865) 974-1772 or U.S. Toll-free at (888) 446-5458
Email pemba@utk.edu

please make legible copies of your documents to attach to them your application.

- E. Submit a copy of your resume or *vita*. We will use this information to further support an assessment of managerial potential.

**PLEASE MAIL YOUR APPLICATION AND
ARRANGE FOR OFFICIAL COLLEGE ACADEMIC
RECORDS (TRANSCRIPTS) TO BE MAILED
To Us At :**

The University of Tennessee
Physician Executive MBA Program
608 Stokely Management Center
Knoxville, TN 37996-0562 U.S.A.

(ENVELOPE ENCLOSED)

NOTEBOOK COMPUTER & INTERNET CONNECTIVITY REQUIREMENTS

Successful completion of the program requires use of a notebook computer. You will be required to purchase a notebook computer selected and configured especially for your studies from the University Computer Store. You must also have a good connection to the Internet. A broadband connection in your home and/or office, such as those from your cable TV provider, a DSL connection from your local telephone company or Internet Service Provider (ISP), or a true broadband (two-way) satellite internet connection, is highly recommended. But, our systems are designed to perform well using a 56Kbps standard dial-up connection. The program will publish a laptop computer specification in August prior to the beginning of classes. The specification will be available on the web at <http://www.pemba.utk.edu/admissions/technology.html>.

EEO/AA STATEMENT

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 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), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440.

EQUAL ACCESS FOR PEOPLE WITH DISABILITIES

The University of Tennessee is committed to ensuring equal access to all programs for people with disabilities. Students with disabilities are encouraged to contact The Office of Disability Services as early as possible to find out about what services are available. Eligibility must be established before services can be provided. The Office of Disability Services will coordinate efforts with each campus department to ensure equal access is provided. Disability Services can be reached at (865) 974-6087 or <http://ods.utk.edu>.

ACCREDITATION STATEMENT

Organized in 1916, AACSB International - The Association to Advance Collegiate Schools of Business is a not-for-profit corporation of educational institutions, corporations and other organizations devoted to the promotion and improvement of higher education in business administration and management. AACSB International is the premier accrediting agency for bachelor's, master's and doctoral degree programs in business administration and accounting. AACSB International accreditation assures quality and promotes excellence and continuous improvement in graduate (as well as undergraduate) education for business administration and accounting. All programs and curriculums offered by the College of Business Administration at The University of Tennessee are fully accredited by AACSB International.



Additionally, all courses offered by the College of Business Administration at The University of Tennessee are regionally accredited by the Southern Association of Colleges and Schools.

**You may apply online at www.pemba.utk.edu/admissions/admissionsinfo.html
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ADMISSION APPLICATION

About You

First, Middle, and Last/Family Name _____

Nick Name _____ Gender Male Female

Social Security Number _____ Date of Birth _____
Month Day Year

Birth State (if USA) _____ Birth Country (if not USA) _____

Are you a Tennessee resident? Yes No Are you a citizen of the United States? Yes No

Is English your native language? Yes No Country of Citizenship (if not USA) _____

Alien Registration No. (if Permanent Resident) _____

If you are not a United States Citizen and study, work or live in the USA, attach a complete and legible copy of your F1, J1, K-3, K-4, V-1, V-2, V3 visa or PR card.

White/Caucasian American Indian Black

The following information is needed by the University for U.S. Department of Education reporting

Hispanic Asian or Pacific Islander Alaskan Native

Have you been or are you currently suspended or dismissed from another institution? Yes (if yes, attach explanation) No

Have you ever been arrested for or convicted of a crime other than a minor traffic violation? Yes (if yes, attach explanation) No

If your name will appear in a different form(s) on transcripts or other documents, please enter Full Name(s)

① _____ ② _____

Medical Specialty: _____

Mailing and Contact Information

Street Address _____ Apartment or Suite _____

City _____ Permanent County or Parish (if USA) _____

State (if USA) _____ ZIP or Postal Code _____ Country (if not USA) _____

Home Phone _____ Cell Phone _____

Length of residence at this address _____ Years _____ Months _____ Email Address _____

Family Contact

Parent's Name _____

Street Address _____ Apartment or Suite _____

City _____ State _____ ZIP or Postal Code _____ Country (if not USA) _____

Applicant's Individual Information

① List all known allergies _____ In the event of the emergency, contact the following person: _____
Person

② _____ Home or Cell Phone _____ Office Phone _____

Dietary Restrictions None Vegetarian No Fish No Shellfish No Nuts No Pork No Beef No Dairy Gluten Free Other: _____

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Academic History

College or University Attended	Dates Attended:	Academic Curriculum	Did you Receive Financial Aid?	Are you presently attending?
Name _____ City, State (or Country) _____	From _____ To _____ Year _____	Major _____ Degree _____ Year _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name _____ City, State (or Country) _____	From _____ To _____ Year _____	Major _____ Degree _____ Year _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name _____ City, State (or Country) _____	From _____ To _____ Year _____	Major _____ Degree _____ Year _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name _____ City, State (or Country) _____	From _____ To _____ Year _____	Major _____ Degree _____ Year _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name _____ City, State (or Country) _____	From _____ To _____ Year _____	Major _____ Degree _____ Year _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name _____ City, State (or Country) _____	From _____ To _____ Year _____	Major _____ Degree _____ Year _____	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

High School Attended

Name of School _____ Date Graduated _____
 City _____ State _____
 (or Country if not USA) _____

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Employment History

Employer	Employment Dates	Employment Details
Name _____ City, State (or Country) _____	From _____ Month & Year To _____ Month & Year	Position (Job Title) _____ <input type="radio"/> Full-time <input type="radio"/> Part-time Office Phone _____
Name _____ City, State (or Country) _____	From _____ Month & Year To _____ Month & Year	Position (Job Title) _____ <input type="radio"/> Full-time <input type="radio"/> Part-time Office Phone _____
Name _____ City, State (or Country) _____	From _____ Month & Year To _____ Month & Year	Position (Job Title) _____ <input type="radio"/> Full-time <input type="radio"/> Part-time Office Phone _____

Application Questions

Please respond to the following questions. Prepare your answers as an attached document (please be sure your responses are numbered or lettered to correspond to the question posed). Alternately you may complete this portion of the application online. Please visit our website at <http://www.pemba.utk.edu/admissions/essayquestions.html> or email them to Tom Brown at tjbrown@utk.edu. Supported file formats for emailed essays include Rich Text (RTF), Word 2008 and earlier for Macintosh or Windows, and OpenOffice.

- ❶ Describe your current employment situation. Be sure to discuss the type of organization, your scope of responsibility, and any supervisory or management experience you have had.
- ❷ Given the demands of the Physician Executive MBA, job responsibilities, and family needs, how have you involved others in your decision to attend and how will you balance these commitments?
- ❸ Throughout the year, you will be engaged in what we call an Organizational Action Project (OAP) as part of the requirements for your degree. This project is typically a complex problem within your host institution that you diagnose and suggest improvements, or an opportunity that you analyze as a Business Plan for a new venture. Prior OAP topics include the following examples.

- ⇒ Emergency Department Patient Flow Analysis and Improvement
- ⇒ Using Best Practice Guidelines To Enhance Market Share By Improving Patient Satisfaction and Competing on Quality
- ⇒ A Strategic Business Plan for Hima Humacao Hospital
- ⇒ Value of Electronic Medical Records in Quality and Performance in a Pediatric Surgical Practice
- ⇒ A Business Plan for Gyn Disposables

What are some of your initial thoughts about the focus of your OAP?

- ❹ Before writing the following essays, consider the questions carefully in light of your particular circumstances and the environment in which your organization operates. Then prepare brief responses to each of the following four questions.
 - a. Describe contribution(s) that you are making in your organization that you consider to be valuable and/or unique.
 - b. Describe aspect(s) of your current job that you find to be most enjoyable and rewarding.
 - c. What is the toughest challenge that confronts you?
 - d. How can PEMBA help you be more effective for your current and future challenges?

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Advance Program Fee Payment

The Advance Program Fee payment of U.S. \$1,000.00 is due at the time your application is filed. Applications submitted without payment of the fee will not be considered until the fee payment requirement is satisfied. The Advance Program Fee is refundable only if the application for admission is rejected. When paying by check, please make your check payable to "The University of Tennessee". Checks must be drawn against U.S. bank and payment in U.S. dollars.

Applicant's Name _____

Payment Method Select from these payment options Visa MasterCard Check
 American Express Discover Card Cash¹

Credit Card Payments

Account Number - - -

Expiration Date - (mm/yy) CVV No. Amount

Authorized Signature _____

_____ Date

¹Do not mail cash payments.

Honor Statement

An essential feature of The University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

Security Statement

In accordance with the Tennessee College and University Security Information Act of 1989, and the Student Right to Know and Campus Security Act, The University of Tennessee, Knoxville has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. A free copy of this report may be obtained by any student, employee or applicant for admission or employment from the office of the Dean of Students, 413 Student Services Building, Knoxville, TN 37996.

By submitting my application

I understand that withholding information required in this application or giving false information may make me ineligible for admission to, or continuation in, The University of Tennessee. With this in mind, I certify that the statements contained herein are correct and complete. I also confirm that I will adhere to the Honor Statement as printed above and that I have registered for or am not required to register for the federal draft.

Applicant's Signature

Date

Mail application materials to us at:

The University of Tennessee
Physician Executive MBA Program
608 Stokely Management Center
Knoxville, TN 37996-0562

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