

UDC's Adult Education Program offers a Graduate Certificate in Adult Education, a Master of Arts (MA) in Adult Education, and provides associated Adult Education Professional Development Training (graduate credit and professional development hours) opportunities for adult educators in the District of Columbia.

SNAPSHOT OF UDC'S ADULT EDUCATION PROGRAM & REQUIREMENTS

	PROGRAM	CORE	ELECTIVES	CAPSTONE	TOTAL
A. SNAPSHOT OF PROGRAM	Graduate Certificate	18	3	3	24
	MA in Adult Education	24	12 - 9	0 – 3	36
	CORE COURSES			Certificate	Master's
	1. Orientation to Adult & Continuing Education			3	3
	2. Adult Learning, Motivation & Development			3	3
	3. Communicating with the Adult Learner			3	3
	4. Instructional Technology and Integration			3	3
	5. Facilitating Learning in Adulthood			3	3
	6. Transitioning Adults with Learning Differences			3	3
	7. Culture, Context and Critical Pedagogy				3
	8. Research and Assessment Methods				3
	Electives in Area of Concentration			3	9 -12
	CAPSTONE REQUIREMENT			3	0 - 3
	TOTAL CORE CREDIT HOURS REQUIRED			24	36
<ul style="list-style-type: none"> ▪ For certification by the DCPS Educational and Credentialing Office, students must have completed the professional education requirements specified by DCPS, prior to joining the program. ▪ The program follows a cohort model (<i>students take most, if not all of their core courses sequentially, together</i>): it accepts applications <u>only in the Fall semester</u>. ▪ All new and returning students are required to take <i>Orientation to Adult & Continuing Education</i> as the first required course of this new program of studies. ▪ To be certified, students who are without 1 year of fulltime or 2 years of part-time recognized adult education teaching experience are required to complete a 1-semester internship in an Adult Education service delivery program. 					
B. Required for Admission to the UDC/ Program	<p>To receive an Admissions Decision, Applicants to the Graduate Certificate Program must:</p> <ol style="list-style-type: none"> 1. Hold an undergraduate degree from an accredited post-secondary institution, with a GPA of 2.8 or higher. 2. Complete, on the university's website¹, application for Non-Degree Applicants, if applying to the Graduate Certificate program. Full details are posted on the Apply Now page on UDC's website. 3. Pay the non-refundable \$50.00 application fee. If you do not pay the application fee by credit card when you submit your application, please download and mail an Application Fee Payment Form to the Admissions Office with a check or money order payable to the University of the District of Columbia. 4. Submit official college transcript(s) reflecting all course work, grades and date of graduation. 				

¹ www.udc.edu/admit/apply_now

	<ol style="list-style-type: none"> 5. Submit official GRE scores. Note: the GRE requirement is waived for new students entering the Graduate Certificate program. Completers of the Graduate Certificate program, who are transitioning into the Master’s program, must meet the GRE requirement, if they do not already hold a Graduate degree. 6. Satisfy, for DCPS certification, the “Professional Education Requirements outlined in the License Requirements for the District of Columbia Public Schools (1993). UDC courses comparable to the DCPS requirements will be accepted. 7. Submit a 500-word personal statement about your academic and professional goals, research interests, relevant prior experience, motivation for graduate study in the adult education program and any other information in support of your application for graduate admission. You may submit the same essay you provide to OSSE AFE with your 2018 Scholarship Application. 8. Submit 2 letters of recommendation from individuals in a professional capacity, who can attest to your abilities to pursue graduate studies, written on their official letterhead, with contact information. You may submit with your UDC Admissions package the letters of recommendation you provide to OSSE AFE with your Scholarship Application. 9. Submit proof of residency documentation. <u>This is essential to ensure that the university does not charge you the difference between the tuition and fees that OSSE pays for scholarships awarded at the Resident or Metro Rate, and the much higher fees of the Non-resident rate</u>--assigned, to all who do not provide proper documentation in a timely manner. Please see on UDC’s website, and/or check with the Admissions Office, the documents that evidence proof of residency.
<p>C.</p> <p>University Acceptance Process</p>	<ul style="list-style-type: none"> ▪ Approximately 2 weeks after submitting your application, you may check on its status, by logging into UDC’s application system with the same Login ID and Pin # used to create the application. If you forget your UDC ID or Pin #, please email the Admissions Office (UDCAdmissions@udc.edu). ▪ The Admissions Office reviews your credentials and transcripts to verify compliance with general and DCPS professional education requirements for certification in adult education. Note: UDC can only make an admission decision when it receives all required documents and your completed application. ▪ On completion of the review, the Admissions Office notifies applicants you if you have been approved for admission to graduate studies at the university—a prerequisite that does not guarantee automatic acceptance into the Adult Education program.
<p>D.</p> <p>Program Acceptance and Continuation</p>	<ul style="list-style-type: none"> ▪ Submit Confirmation of Enrollment form to reserve space in the Fall 2018 cohort. ▪ A selection panel, convened by the Adult Education Program, reviews your Graduate Application form, Official Transcript (s), letters of recommendation to determine your suitability for the adult education program. ▪ Candidates may be interviewed, required to write an onsite essay, and must demonstrate a suitable level of technology skills. ▪ All students are automatically charged health insurance at the time of registration, and the premium for this coverage is added to the student’s tuition bill. Note: OSSE scholarships do not pay for this coverage. Students who waive coverage with proof of comparable insurance coverage, by the waiver deadline, will see the premium removed from their account. Those who fail to execute a waiver by the firm deadline, are responsible for paying all insurance premiums charged to their account. You may opt out of the University’s sponsored health insurance plan by visiting www.firststudent.com before the deadline.

	<ul style="list-style-type: none"> ▪ All students admitted to the program must complete the Orientation to Adult and Continuing Education course before enrolling in other courses. ▪ Earn a “B” or better (3.00 or above GPA) in all courses to remain in the program. ▪ Earn a qualifying score on the Praxis CORE Academic Skills examinations. ▪ Must have completed training for TK20 Electronic Portfolio Assessment platform. Students are required to maintain electronic portfolios of all their work in the Certificate Program. ▪ Determination of acceptance into the Teacher Education Program is made collectively by the Program Coordinator, the Technology Assessor, an Assistant Professor of Adult Education, and the Assistant Dean of the College of Arts and Sciences. ▪
<p>E. Exit Requirements</p>	<ul style="list-style-type: none"> ▪ Must complete all required coursework (with a grade of “B” or better in each course, maintaining a GPA of 3.0 or higher), and all additional requirements, including internship requirement for students without relevant adult teaching experiences. ▪ Complete an Exit Survey. ▪ For State Licensing, obtain a passing score on Praxis CORE (English, Writing & Math), or OSSE equivalent. ▪ Complete and submit OSSE’s <i>Application for Licensure Requirements Form</i>, which requires a background check, and payment of an application fee.