

# Adult Education Candidacy Requirements

## Directions for Completing the ADE Candidacy Form

1. Fill in the semester Hours for all 30 credits in your program

(even if you have not completed the course yet.)

Example:

Course	Semester Hours	Grade	Date Completed
ADE 600 Adulthood & Development	3	B	Spring 2011

2. Fill in grades for all Courses you have completed.
3. Fill in actual or anticipated completion dates for all courses in your program. (Even if you have not completed the course yet.)
4. Write in titles (along with prefix and course number) for all electives and supply semester hours, grades and completion dates. (If you have not completed the course yet. Just leave the grade section blank)

Example:

Course	Semester Hours	Grade	Date Completed
ADE 625 Program Planning & Design	3	B	Fall 2010

5. Place a check mark next to ADE 690 or the comprehensive examination to indicate which you will complete.
6. If you are transferring credits for courses completed at another institution, you must have a copy of the transcript from that institution on file with Buffalo State College. These courses can then be listed on your candidacy form. If you intend to transfer credits, for courses you will take in the future, you must initially list Buffalo State College courses on the candidacy form. Later, file a copy of the transcript showing you have completed the course at the other institution and file a change of candidacy form to show that your advisor approves the transfer. If you have any questions regarding transferring credits or completing this form. Please contact your advisor before mailing the candidacy form to Buffalo State College.
7. Please remember to sign the bottom of the form.

**Please return the completed candidacy form to your advisor after you complete 6 credits and before you complete 12 credit hours.**

Adult Education

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**State University College of Buffalo  
1300 Elmwood Avenue  
Buffalo, New York 14222**

**Application for Admission to Candidacy  
Master's of Science  
ADULT EDUCATION**

(To be submitted after completion of at least six (6), but not more than twelve (12) credit hours.)

NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 \_\_\_\_\_  
 (City) (State) (Zip code)

To complete a graduate program, you must have at least 15 hours of coursework at the 600 level and at least 30 hours of GRADUATE coursework.

REQUIRED COURSES: (18 hours)	Sem. Hours	Grade	Actual/Projected Completion Date
ADE 600 Adulthood and Development	_____	_____	_____
ADE 605 Hist., Soc., & Phil Fndts of Adult ED	_____	_____	_____
ADE 608 Instructional Design	_____	_____	_____
ADE 610 Methods of Adult Education	_____	_____	_____
ADE 655 Diversity in Adult Education & Training	_____	_____	_____
EDF 689 Methods/Tech of Educ. Research	_____	_____	_____
Specialization: (12 semester hours chosen to consultation with advisor)			
ADE 624 Internship _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Culminating Requirement:

Comprehensive Examination \_\_\_\_\_ 0 \_\_\_\_\_

NOTE TO ADVISOR: If requirements have been satisfied by previous work, mark N/A in the grade slot and initial.

**Transfer Credits**

The following courses completed at OTHER INSTITUTIONS are presented for evaluation as part of the Master's Degree (12 credits maximum) List any transfer courses here AND under the list of Specialization of Required courses. Students MUST have official transcript for these courses on file with the Graduate Studies Office and MUST earn credits toward the Master's Degree in Adult Education and Buffalo State College BEFORE these courses can be considered.

College or University Course No. and Title	Sem. Hours	Grade	Date Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This program has been reviewed and approved by the advisor and the applicant is recommended for candidacy. The applicant agrees to complete the program as described above in order to meet the requirements for the degree program.

NOTE: Changes in program must be requested using the Change of Program form available from the Educational Foundations office and/or the Adult Education Website [www.buffalostate.edu/adulteducation](http://www.buffalostate.edu/adulteducation). Changes must be made on the change or program form and approved by advisor, department chair and dean.

Printed Name	Signature	Date
_____	_____	_____
Candidate	_____	_____
_____	_____	_____
Advisor	_____	_____
_____	_____	_____
Dept. Chair	_____	_____
_____	_____	_____
Dean	_____	_____