

Adult Education Candidacy Requirements

Directions for Completing the ADE Candidacy Form

1. **Fill in the Semester Hours for all 36 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 2001

2. **Fill in grades for all courses you 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
CSP 616 American Higher Education	3	B	Spring 2001

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 courses 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 call your advisor before you mail the candidacy form to Buffalo State College.**
7. **Please remember to sign the bottom of the form.**

Return the entire completed form (please do not tear off the student copy) **to your adviser after you complete 6 credits and before you complete 12 credits.**

Educational Foundations Department
Adult Education Program, Bacon Hall 306, 1300 Elmwood Avenue, Buffalo, NY 14222-1095
ph: (716) 878-4303 · fax: (716) 878-5833 · Web Administrator: birdensk@buffalostate.edu

State University College at 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 NO. _____

ADDRESS: _____ PHONE NO. _____

_____ (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 610 Methods of Adult Education	_____	_____	_____
ADE/CSP 624 Internship	_____	_____	_____
ADE 625 Design & Eval Prog for Adult Learners	_____	_____	_____
EDF 689 Methods/Tech of Educ. Research	_____	_____	_____

SPECIALIZATION (electives chosen in consultation with advisor): 12 hours

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CULMINATING REQUIREMENT: (choose one of the following)

ADE 690 Master's Project (3 credits in Specialization)	_____	_____	_____
OR			
Comprehensive Examination (0 credits hours)	_____	_____	_____

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

The following courses completed at OTHER INSTITUTIONS are presented for evaluation as part of the Master's Degree (10 credits maximum if credits are from SUNY unit or applicant received baccalaureate degree from SUNY unit; otherwise six credits maximum.) List any transfer courses here AND under the list of Specialization or Required courses. Students MUST have an official transcripts for these courses on file with the Graduate Studies Office and MUST earn credits toward the Master's Degree in Adult Education at Buffalo State College BEFORE these courses can be considered.

College or University	Course No. & 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. Changes must be approved by advisor, department chair, and dean.

_____	_____
Date	Candidate
_____	_____
Date	Advisor
_____	_____
Date	Dept. Chair
_____	_____
Date	Dean