

Program Handbook: Adult Education Graduate Certificate | 2024-2025

Contents

.....	1
Program Goals and Objectives.....	2
Adult Education Certificate Program Highlights.....	2
Student Outcomes	2
How to Enroll.....	3
Minimum Admission Requirements	3
Application Deadlines.....	3
International Students	3
Application Instructions.....	3
Application Requirements	4
Currently in a Metropolitan State University graduate program	5
Students Taking These Courses as Electives	5
Questions about Applying to the Graduate Certificate?	5
Transfer Credit Rules and Appeals Processes	5
Curriculum	5
Course Requirements (14 credits).....	5
Academic Progress Policy	6
Grades and Grade Points.....	6
Academic Probation, Dismissal and Reapplication	6
Satisfactory Academic Progress	6
Appeal of Unsatisfactory Academic Progress Removals from the Program.....	7
Reactivating into the Certificate Program.....	7
Time to Completion	7
Graduation Clearance.....	8
Advising and Students Support.....	8

Program Goals and Objectives

Minnesota has been facing a significant foundational skills deficit: workers lack the necessary skills across various employment fields. This issue is particularly acute among new refugees, immigrants, native indigenous populations, and economically disadvantaged groups. Each year, tens of thousands of Minnesota adult learners participate in adult basic education and developmental education programs, guided by licensed teachers and trained volunteers. To address this educational gap, the College of Individualized Studies (CIS) is offering a fully online Adult Education Graduate Certificate. This program is designed to prepare teachers, administrators, trainers, and counselors to improve foundational skills for under-trained populations, including English language literacy and technology usage. In short, this program offers significant added value to those who are currently engaged or would like to contribute to the nexus of adult basic and developmental education.

Therefore, this 14-credit, completely online Adult Education Certificate is designed to prepare teachers, trainers, administrators, and counselors in the broad political, social, economic, and theoretical aspects of improving adult foundational skills in a global environment.

Using a culturally responsive and representative curriculum, the Adult Education Certificate program consists of four courses that use teaching approaches that are sensitive to the stressful and often traumatic experiences of the learners. These courses introduce participants to approaches and techniques connected with teaching adult foundational skills and literacy, as well as formal and informal assessment approaches to literacy, prompting students to build on their interests through targeted fieldwork.

Adult Education Certificate Program Highlights

- Offers a deep understanding of the characteristics – within the social and demographic context – that motivate adults to engage in lifelong learning opportunities.
- Offers a deep understanding of various adult learning and development theories.
- Offers a deep understanding of intermediate and advanced approaches to teaching adult literacy and of formally and informally assessing the literacy skills of adult learners.
- Offers a deep understanding of the importance of literacy in empowering the poor and dispossessed.
- Offers a deep understanding of various adult education and literacy programs.
- Enables learners to connect theory with practice and develop real-world teaching experience in adult education settings or training.

Student Outcomes

Learners who complete the Adult Basic Education Certificate will be able to:

- Design and teach various foundational literacy courses in adult basic education settings, in the workplace, and community.
- Evaluate various requirements of foundational literacy in adult basic education settings, in the workplace, community, and family.
- Assess foundational literacy skills of adult learners using various formal and informal methods.
- Critically evaluate various strategies for teaching English as a foreign language.
- Critically evaluate various online, adult-focused, teaching and training programs.

- Appreciate and advocate for cultural and gender integration into English communication, comprehension, and oral communication skills for the workplace.

How to Enroll

Minimum Admission Requirements

Applicants must demonstrate evidence of readiness for graduate study including an earned baccalaureate degree from a regionally accredited institution (or foreign credential equivalency) with a minimum undergraduate GPA of 2.5 (on a 4.0 scale).

Applicants with competence-based transcripts and no calculated GPA will be considered.

The Adult Education Certificate is designed to meet the needs of a diverse student population. We therefore strongly encourage a diversity of candidates to apply to this program in order to reflect the learners engaged in various adult basic education settings throughout our communities.

Admission is not guaranteed.

Application Deadlines

Fall semester: August 1

Spring semester: December 1

Applications received by the deadline will be reviewed and a decision will be provided to each applicant within a month after the deadline. Those with incomplete applications will need to reapply.

International Students

This is not a degree-granting program, therefore applications from international students studying on an F-1 student visa cannot be accepted into this program.

Also, since this certificate takes place online, international students may complete the courses without needing to be in the US. However, since one of the required courses is a fieldwork, international students will need to enter into an agreement with the program director, to identify a suitable substitute fieldwork. Further, international students must meet the admission criteria and present evidence of language proficiency. We accept TOEFL scores of at least 550 (PBT) or 213 (CBT) or 80 (IBT) and IELTS scores of at least 6.0. Applications from international students studying on an F-1 student visa will not be accepted, as this is not a degree-granting program.

If you are an international student and attending MSU, please direct your questions to the International Student Services Office:

international.studentservices@metrostate.edu

651.793.1579

Application Instructions

Metro State University is now using the Common Application for graduate programs (GradCAS). Consequently, all applications must be submitted through the CAS website. For detailed information and

application steps, please visit the "[HOW TO ENROLL](#)" tab on the [Adult Education Graduate Certificate](#) program webpage.

Specific application requirements for individual programs can be found on each program page in CAS. Carefully read the instructions that appear throughout the application pages. You can only submit your application once. If you need to update information you have submitted, please notify graduate.studies@metrostate.edu

A nonrefundable fee is required for each application, and applications will not be processed until this fee is received. You can view the most up-to-date application fee as you initiate your application process.

Active-duty military, veterans, and Metro State alumni can receive an application fee waiver. Contact graduate.studies@metrostate.edu.

Application Requirements

Your application process will be done using the CAS website. All application materials become the property of Metropolitan State University and are not returned. All application materials should be received/submitted by the application deadline.

Your application will be considered only if your application is complete. Note that if you are completing a four-year program you may apply to this graduate certificate if you are in your final year; however, you cannot begin this graduate certificate program until you have finished your bachelor's degree.

The following steps and materials are required for a complete application.

- GradCAS application
- A non-refundable application fee, paid online.
- Official transcripts.
 - Must show a bachelor degree or equivalent earned from a regionally accredited institution with grade-point average or narrative description describing courses completed.
 - Transcripts from ALL schools attended after high school and from any graduate or professional programs are required.
 - All transcripts from non-US schools must be evaluated (course-by-course) by either ECE, WES, or SpanTran.
- A 2-page letter of interest is also required for completed application.
 - Your letter of interest will serve as both a goals statement and a writing assessment. Submit your letter of interest, using 12-point font, double-spaced, clearly written, well-organized, with correct grammar, accurate spelling and punctuation, good sentence structure, and clear sub-headings. Make sure that you carefully address each of the following:
 - Why you are interested in the Adult Basic Education Certificate.
 - How do you feel your previous experiences, academic or otherwise, have prepared you for this program?
 - If you have taught in adult basic education settings, in the workplace, community, please make sure to include that.

- What skills and knowledge do you expect to gain through this program?

All documents required for completing your application must be submitted via the GradCAS webpage.

Currently in a Metropolitan State University graduate program

Applicants who are in a Metropolitan State University graduate program with a cumulative GPA of 2.5 or higher may apply to the Adult Education Graduate Certificate by: Completing the [Graduate Certificate Application for Current Graduate Students \(metrostate.edu\)](#)

Additionally, if you are currently enrolled in a graduate program at Metro State University, the 2-page letter of interest admission essay will be waived.

Students Taking These Courses as Electives

Students currently enrolled in graduate programs at Metro, but not admitted into this specific program, may take all courses except ADED 690 Field Experience as electives. However, they should consult with their academic advisors to ensure these courses are appropriate and align with their major.

Questions about Applying to the Graduate Certificate?

Questions about the online application, fee, transcripts/transcript evaluations, and document upload feature can be sent to graduate.studies@metrostate.edu (preferred) or call 651-793-1302.

For questions about the requirements or the program in general, please contact Prof. Daniel Woldeab, Director of the Certificate Program, at daniel.woldeab@metrostate.edu (preferred) or call 612-793-1781.

265 St. John's Hall
700 East Seventh Street
Saint Paul, MN 55106-5000

Transfer Credit Rules and Appeals Processes

As indicated above, this program consists of a total of 14 credits. Therefore, the program will not accept any transfer credits. If there is nearly a 100 percent overlap between courses you have completed at other graduate institutions and one or more courses in this program, we may consider accepting a course of 4 credits or less.

Curriculum

Course Requirements (14 credits)

- ADED 620: Introduction to Adult Literacy (4 credits)
- ADED 640: Methods & Strategies of Teaching Adult Literacy (4 credits)
- ADED 660: Informal & Formal Assessment in Adult Literacy (4 credits)
- ADED 690: Field Experience (2 credits)

Except for the field experience, which should be completed in the final semester of the program, the initial courses can be completed in any order.

Academic Progress Policy

Students are responsible for understanding the Academic Progress Policy, and for monitoring their academic progress and immediately notifying the Program Director of a low grade or non-completion of a class or other learning.

To remain in good standing and to qualify for completion, students must maintain a cumulative grade point average of at least 3.0. Grades below C+ do not apply to program requirements but are calculated in the cumulative grade point average.

Grades and Grade Points

The grades and corresponding grade points utilized in this program are as follows:

A		4.0
A-		3.67
B+		3.33
B		3.0
B-		2.67
C+		2.33

Since ADED 690 field experience is graded on a Satisfactory/No Credit (S/NC) basis, to pass the course with a satisfactory grade, you must achieve a grade of B- or higher in the course.

Academic Probation, Dismissal and Reapplication

Satisfactory Academic Progress

- Students must maintain satisfactory academic progress to remain in the program.
- Only courses with a letter grade of C+ (2.33 or better) count toward certificate requirements; however, a cumulative grade point average of 3.0 is required for completion.
- Only courses with letter grades (A–C+) are applied to the graduate certificate, with the exception of ADED 690, which is graded as Satisfactory/Not Satisfactory (S–NS).
- Students who receive a letter grade of C+ or below in any of the courses will be placed on academic probation. Students who receive a letter grade of C+ or below in two courses, or whose cumulative graduate GPA falls below 3.0, will be dismissed from the graduate certificate program.
- Students suspended from the ADED graduate certificate for unsatisfactory academic progress, may reapply after one calendar year has passed. Re-admission to the certificate program is not automatic.
- Students should immediately consult with the Graduate Certificate Director if they have questions or concerns about their academic standing.
- Lastly, in addition to failing to meet academic requirements, students can be removed from the program for violating academic integrity. Please carefully review the University's [Academic integrity policies and procedures](#). In the case of dismissal from the program due to a violation of academic integrity, students have the right to appeal their dismissal in writing to the ADED program director within 30 days of the dismissal. In the case of an unfavorable decision, students have 30 days to appeal the program director's decision to the Dean of the College and subsequently to the Provost, following the proper sequence. All appeals and determinations shall be provided in writing.

Appeal of Unsatisfactory Academic Progress Removals from the Program

Students suspended from the program for unsatisfactory academic progress may appeal the suspension to the College of Individualized Studies dean. The appeal must be in writing and it must provide specific grounds for the appeal. The appeal to the dean is due within 30 days of receiving confirmation of suspension from the program; appeals received after 30 days will not be considered.

Reactivating into the Certificate Program

Should a student who is admitted to the certificate program not be able to start the program and register for courses, they will be able to retain their accepted status for up to a year; students in this situation should consult with the Certificate Program Director. Students who have been admitted but do not register for courses for more than a year without consulting with the Certificate Program Director, will be dropped from active status and will need to reapply to the program.

Similarly, students who started the program and are in good academic standing, but who have not registered for a year, must reapply to the program. If readmitted, students are required to satisfy the program requirements in force at the time of readmission, if those requirements differ from those in force at the time of original admission.

Time to Completion

The Adult Education graduate certificate program allows students to complete their certificate within three semesters. However, students may take up to five years from the semester of admission to fulfill their program certificate requirements.

Students who are admitted into the certificate program, and who have a background in this area of work, may consult with their advisor to explore completing the program within two semesters; this could mean taking ADED 620 alongside ADED 640, followed by ADED 660 alongside ADED 690. Finally, with the exception of the ADED 690 field experience, which should be completed in the final semester of the program, the initial courses can be completed in any order.

If unable to complete the program within five years from the first semester of admission, students can request an extension in writing from the director of the Adult Education Graduate Certificate program. This request must be made before the five-year limit is reached. In the case of a negative decision, students have the right to appeal within 30 days to the Dean of CIS.

Additionally, students in this program have the right to request a leave of absence for unforeseen personal reasons by submitting a written request to the College of Individualized Studies. An extension of the time limit may be requested by writing to the Graduate Certificate Program Director. Such requests must be received before the expiration of the time limit and should include:

- The reason(s) for requesting the extension.
- A summary of the student's plan to complete the certificate requirements.
- A specific date for the extension to expire.

The program director shall respond to this request within 30 working days.

Graduation Clearance

At the beginning of their final semester, students are responsible for registering for the required Graduation Workshop and completing all necessary graduation clearance modules. While participation in the graduation ceremony is voluntary, registering for the workshop and completing all required modules is mandatory to be eligible for their certificate. In short, without completing this workshop, students will not receive their certificate.

Similarly, the director of the Adult Education Graduate Certificate program is responsible for certifying that graduating students have met all requirements for the certificate, completing the necessary paperwork, and communicating this to the Graduation Office. To be awarded the certificate, students must earn a cumulative grade point average of 3.0 or higher.

Advising and Students Support

Any advising outside of course-related issues, such as assignments, is handled by the graduate program director. Therefore, your academic advisor is the program director. Additionally, for your field experience course/project, the graduate program director can assist you in finding an institution where you can complete this requirement. In short, for any advising outside of coursework, please contact Prof. Daniel Woldeab, Director of the Certificate Program, at daniel.woldeab@metrostate.edu (preferred) or call 612-793-1781.

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For various university students support services please refer to the syllabi of the certificate program courses.