While the Adult Education Program strives to make the information in this online handbook as timely and accurate as possible, the program/department makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents, and expressly disclaims liability for errors and omissions in the contents of this site. This handbook is not a contract between the University and students. The University reserves the right to make changes to the content of this handbook without notice to students. Information should be confirmed with the current ECU Graduate Catalog and website.
Handbook
The Adult Education MAEd Program and Certificates

Programs .................................................................1
Program Information ......................................................2
Professionalism ....................................................... 1-2
Academic Regulations/Requirements ................................2
Technology .................................................................2
Academic Advising and Course Selection ................................2-3
Adding a Certificate .....................................................3
Theses and Portfolios ..................................................3-4
Registration ..................................................................4
Time Limitation for Completion ......................................4
Continuous Enrollment .................................................5
Financial Aid .............................................................4
Forms ........................................................................5-6
Graduation Procedures ................................................6
Degree Works ............................................................6-7
Facebook .....................................................................7
Graduate Student Handbook

Programs

Adult Education – MAEd

Community College Instruction Certificate

Education in the Healthcare Professions Certificate

Student Affairs in Higher Education Certificate

This handbook contains links and information related to the MAEd in Adult Education and certificates: Community College Instruction Certificate, Education in the Healthcare Professions Certificate, and Student Affairs in Higher Education Certificate. Primary sources for Graduate School policies and procedures are available in the (a) online Graduate Catalog and (b) the Graduate School’s website.

The MAEd in Adult Education is designed for instructors, trainers, administrators, and others who teach adults or plan educational programs for adults in a variety of settings. Emphasis is on developing the theoretical and practical foundation for critical thinking and effective practice that are needed by professional adult educators. A thesis or a culminating professional portfolio is required.

Related certificates are available that require 15 s.h. of graduate level course work and meet the career goals and instructional focus of students. A culminating professional portfolio is required for each certificate.

The mission of the adult education program is to develop professional adult educators who are reflective practitioners. The program provides students with the theoretical, philosophical, historical, and research foundations of best practice in the education of adults.

• Professionalism

Graduate students are required to exhibit professionalism as an academic competency. Students will exercise professionalism in the following ways (Serck, 2016):

- Consistently demonstrate ethical, honest, responsible, and reliable behavior.
- Identify challenges to professionalism and develop a strategy to maintain professional behaviors when adherence to professional standards is threatened in the clinic, classroom, online, and/or research settings.
- Engage in respectful dialogue/signs with colleagues (fellow students, instructors, supervisors, coworkers, and other professionals) to enhance learning and resolve differences.
- Recognize personal limitations and biases and find ways to overcome them.


Revised 7/7/2016
• **Academic Regulations/Requirements for Graduate Program:**
  Academic requirements of the MAED in the Adult Education Program, Community College Instruction Certificate, Education in the Healthcare Professions Certificate, and Student Affairs in Higher Education Certificate are identified in the [online ECU Graduate Catalog/ECU Graduate webpage](#).

**Online Programs:** The Adult Education MAEd and certificates are offered totally online. Students completing the portfolio option are required to do a face-to-face presentation of their portfolio to faculty members.

**Technology Requirements** include a reliable access to a computer and the Internet. High-speed Internet connection (cable or DSL) is strongly recommended. Competence at using [Blackboard](#), ECU’s web-based course delivery system, is required; students needing a Blackboard tutorial should contact ECU’s help desk. Software programs commonly used in distance education include Microsoft WORD, PowerPoint, Excel, and Acrobat Reader. Only ECU’s email system and the student’s ECU email address are supported and used.

### Program Information

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Link" /></td>
<td>MAED Program Information</td>
</tr>
<tr>
<td><img src="#" alt="Link" /></td>
<td>Community College Instruction Certificate</td>
</tr>
<tr>
<td><img src="#" alt="Link" /></td>
<td>Education in the Healthcare Professions Certificate</td>
</tr>
<tr>
<td><img src="#" alt="Link" /></td>
<td>Student Affairs in Higher Education Certificate</td>
</tr>
</tbody>
</table>

• **Academic Advising and Course Selection**
  With the support of the graduate program director, **up to one third of the credit hours** in a graduate certificate or degree program may be transferred from a regionally accredited college or university. No credit hours completed as part of a previously earned master’s degree can be counted toward a second master’s degree. A maximum of one third of credit
from another institution may be counted toward the completion of a certificate program at East Carolina University. Exceptions may be made with the permission of the program director and the dean of the Graduate School, but in all cases students must earn at least one half of the credit hours in a graduate certificate or degree program at East Carolina University. For more information refer to the Graduate Catalog.

All credits including transfer and extensions are covered by a six-year limitation. No transfer courses will be accepted without approval of an advisor prior to registration.

Core courses are offered on a regular rotation basis. It is recommended that students take ADED 6445 Introduction to Adult and Community Education and ADED 6453 The Adult Learner soon after being accepted into the program – these courses fill up quickly. Students typically take the ADED 6491 Research Problems in Adult Education later in their programs of study.

Course registration for spring takes place in late October and for summer and fall, in March. It is strongly advised that students register early for courses. Each semester students should refer to the university calendar which is also located in the front section of the Graduate Manual to determine the dates for advisement, pre-registration, and registration.

Dr. Schmidt (schmidtst@ecu.edu), Program Coordinator, is available to advise related to both the master’s degree and other certificates. Dr. Broughton (broughtonp@ecu.edu) is available to assist with the Community College Instruction (CCI) certificate advising. Other program faculty are also available to assist with advising.

- **Adding a Certificate to the Student’s Program**
  Certificate programs offer students an excellent way to gain additional professional education in very specific areas of study. To add a certificate, students need to complete the “Request to Add Certificate” form located under FORMS at the Graduate School’s Office of the Registrar’s webpage. Graduate students currently enrolled in graduate degree programs who wish to add a certificate to their program of study will initiate the process by completing and submitting the electronic “Request to Add Certificate.” Please enter the information requested on this form including the courses required for the certificate.

  The students can continue in the certificate program past their degree graduation; however, students must begin their certificate coursework before their degree graduation. It is recommended that students complete the certificate and degree in the same semester.

- **Theses and Portfolios**
  MAEd students are required to complete either a thesis or culminating portfolio at the conclusion of their programs. Students interested in completing a thesis must contact program faculty for more details on this option. Portfolios are REQUIRED for graduate certificate programs. The culminating portfolio for the master’s degree covers all portfolio...
requirements for graduate certificates in the program that the master’s student is also completing. Program-specific guidelines and procedures are listed in the online catalog. Portfolios are posted in TaskStream. Students are given information and a code for accessing TaskStream for developing their portfolio.

The culminating portfolio will be reviewed and must be approved by the student’s advisor prior to the completion of the MAEd and/or certificate program(s). The student is responsible for applying for graduation the semester prior to the completion of the MAEd and/or the certificates.

Guidelines for Portfolios

<table>
<thead>
<tr>
<th>Portfolio – MAED Adult Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio - Community College Instruction Certificate Guidelines</td>
</tr>
<tr>
<td>Portfolio – Certificate of Education in the Healthcare Professions Guidelines</td>
</tr>
<tr>
<td>Select “Program Requirements”</td>
</tr>
<tr>
<td>Portfolio – Student Affairs in Higher Education Certificate</td>
</tr>
<tr>
<td>Select “Program Requirements”</td>
</tr>
</tbody>
</table>

- **Registration**
  Adding/Dropping/Withdrawing classes, see the [Office of the Registrar’s webpage](#).

- **Time Limitation for Completion**
  According to the Graduate Catalog, the time limitation for completing all degree requirements is **six years**. Students who have questions about the time limit requirement should contact their Program Coordinator.
• **Continuous Enrollment (or Registration)**

According to the Graduate Catalog, graduate students who have previously registered for all credits in a graduate degree program but who have not completed all requirements (e.g., thesis, portfolio, professional paper, internship, etc.) must continue to register each semester (except summer terms) until all degree requirements are completed and filed with the registrar. Students must be enrolled for at least one credit hour during the semester of graduation except summer, if registered for the prior spring semester. Students who do not complete all degree requirements prior to the published commencement date of the intended term of graduation but complete all degree requirements prior to the first day of class of the subsequent term may petition the Graduate School for a waiver of the registration requirement for that term.

Adult Education graduate students (MAEd and Certificate) who have completed all coursework and need to complete the portfolio can register for GRAD 6999, a one-hour credit course, during Fall or Spring semesters.

• **Financial Aid – Graduate School**

**Course Load**: No more than 15 semester hours of work may be taken in any fall or spring semester without the written permission of the department or college and the dean of the Graduate School. A student is considered to be enrolled full-time when registered for a minimum of 9 semester hours during a regular semester.

**Course Load Requirements for Financial Aid** (*per email from Julie Poorman, 5/20/2016*): Required course hours listed below represent eligibility for Financial Aid. During summer, students may take one class in Summer Session I and one class in Summer Session II to achieve half-time status of the “period.”

<table>
<thead>
<tr>
<th>Status</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time status</td>
<td>9 semester hours</td>
</tr>
<tr>
<td>Three-quarter status</td>
<td>7 semester hours</td>
</tr>
<tr>
<td>Half-time</td>
<td>5 semester hours</td>
</tr>
<tr>
<td>Less than half-time</td>
<td>Below 5 semester hours</td>
</tr>
</tbody>
</table>

**Summer School Requirements**: Summer Financial Aid is processed on enrollment in at least **five (5) graduate credit hours**, not including repeated coursework, for graduate students, unless only requesting Federal Work Study. Students do not have to be pre-registered for credits to apply for summer financial aid.

• **Forms – Graduate School**

Forms are located on the [Office of the Registrar’s webpage](#).
• **Graduation Procedures**

Students **MUST apply** for graduation by completing both the MAEd and/or a certificate (if applicable). The Application for Graduation can be completed online. Click here for directions on completing the online graduation application. This should be **done one semester before completion of the degree**. Dual-degree students must submit **separate applications for each degree** received.

Certificate graduates do not participate in graduation exercises. Certificates will be mailed to students within a few weeks after graduation.

Graduate students are encouraged to meet with their advisors or department representatives at least one semester before graduation. At this meeting, the student reviews his/her **Degree Works audit** to ensure all degree requirements have been or will be met in a timely manner to graduate.

**Degree Works Audit:** The purpose of the Degree Works audit is to provide a record of remaining requirements for graduation and to eliminate last minute errors. The catalog and program entered in Banner’s student records determine the requirements for graduation and are listed on the student’s Degree Works audit.

All Graduate Students will be reviewed for graduation with their Degree Works audit. All students who have applied to graduate will be evaluated. If a student has not applied to
graduate, he/she WILL NOT BE EVALUATED for graduation. If there is an error or omission, the student and department will be notified. Questions can be referred to the Graduation Services office at regis@ecu.edu.

**The final responsibility for meeting all academic requirements for the degree rests with the student.** Click here for instructions to access Degree Works.

- **Facebook**
  The Adult Education Program’s faculty invite students to become a member of the Adult Education Program’s Facebook group page. This is a way the Adult Education faculty can share news from the field, job postings, conference dates, and updates from current and former students. It is listed under “**Adult Education Program at ECU**” at the following URL: [https://www.facebook.com/groups/505456776304288/](https://www.facebook.com/groups/505456776304288/). For questions or problems locating the group page, contact Dr. Rhodes at rhodesc14@ecu.edu.

Students who would like to be placed on the Adult Education/Certificates listserv can contact Dr. Schmidt (schmidtst@ecu.edu) or Dr. Rhodes (rhodesc14@ecu.edu).