



**Master of Education  
In Adult Education & Community Leadership  
Benchmarks**

Program Admission

- Complete admission packet provided to Dr. Coberly in UH 210:
  - 2-page application
  - \$30 non-refundable application fee
  - Immunization form complete
  - 2 Official transcripts posting Undergraduate degree
  - Letter of Intent based on topics / format requested
  - 2 Professional Letters of Recommendation for this program
  - Professional Portfolio with between 5 and 25 artifacts (should include photocopies of Resume, awards, projects, community service, leadership experience, professional certifications, etc.), that includes evidence of ability for success in program

Program

- Student Information form
- Signed Program of Study
- Approved schedule for first semester
- AASU Graduate Honor Code and Student Code
- Must have stable and reliable access to Internet and Vista Web CT

Program Completion

- Completed Application for Graduation 2 semesters prior to graduation
- Graduation fee
- Successful Workplace Application project
- Passing grade on Standards-based program Portfolio
- Completion of all coursework with overall GPA of 3.0 or >