
Fort Leavenworth

ADULT LEARNING AND LEADERSHIP Master's Degree Program



Q&A

KANSAS STATE
UNIVERSITY

College of Education

Master's Degree Program

What are the program requirements?

- Students must complete a 33-graduate-credit-hour program, 18 credits of which are required. Twelve hours of Command and General Staff College (CGSC) residential coursework will apply toward meeting elective hours.
The required courses are:

EDACE 780 Introduction to Adult Learning and Leadership	EDACE 818 Critical and Social Issues in Adult Learning
EDACE 790 Characteristics of the Adult Learner	EDACE 886 Adult Education Research
EDACE 830 Program Planning in Adult Learning and Leadership	
- In addition to the above core courses, a variety of professional electives are available for students to choose from to complete their remaining elective courses.

Is an entrance exam required for admission into this program?

- An entrance exam is not required for admission into this master's degree program.
- To apply for admission to the master's degree program, candidates are asked to:
 1. Provide a copy of your undergraduate transcript. If you have an unofficial transcript, you can upload it to the admission application online. If you do not have a transcript available, please request one official (sealed) transcript of all undergraduate work be mailed to: Educational Leadership Department, Attn: Adult Learning and Leadership, 22201 W. Innovation Drive, Olathe, KS 66061
 2. Complete the online application form and pay a \$65 application fee.
 3. Submit a written Statement of Objectives.
- To be admitted to the K-State Graduate School in full standing, an applicant must possess an earned bachelor's degree from an accredited college or university with a grade point average of at least 3.0 (based on a 4.0 scale) for the last 60 hours. Under certain conditions, an applicant can be admitted to the Graduate School on a provisional standing basis. Students with an undergraduate GPA below a 3.0 should contact the program advisor.
- Requests for program materials and application may be sent to adultlearnlead@k-state.edu.

Can I transfer coursework from another institution?

- Current residential CGSC students may transfer up to 12 hours of coursework earned with a grade of B or better, as long as they are not awarded a masters degree from CGSC. No additional coursework from any other institution may be applied to your K-State degree program.
- Transferability of nonresident CGSC coursework will be evaluated on a case-by-case basis, but may also receive up to 12 credit hours of transfer credits toward the degree.
- Other individuals employed at Ft. Leavenworth should meet with the Ft. Leavenworth program advisor to determine the amount of transfer work that can be utilized in their degree program. Some general guidelines are listed below.
- If you have already completed a master's degree or earn one at CGSC, you may transfer 6 approved hours with a grade of A or B. If you have completed more than one master's degree program, only a total of 6 approved hours will be transferable (not 6 hours per completed master's degree program).
- If you have not completed a master's degree but have coursework graded A or B that is relevant to and supports your work in the adult education master's degree program and have the approval of your committee and the K-State Graduate School, you may transfer up to 10 hours as long as they are not over six years old at the time your program of study is submitted. Transfer work must be taken from a regionally accredited institution and must be part of a graduate degree program. If you have coursework you would like to transfer, it is best to discuss this issue directly with the program advisor.
- If you wish to enroll in and transfer coursework from another institution while pursuing the K-State master's degree program, you will need to obtain approval from the program advisor if you desire to use that coursework in your K-State program of study.



Do I need to be admitted to the K-State Graduate School prior to taking coursework?

- You may take up to 9 graduate credit hours as a nondegree-seeking student in the K-State Graduate School prior to being admitted into a master's degree program. More than 9 hours will not apply toward your master's degree program without admission. Successful completion of 9 hours does not guarantee admission into the program.
- If you are not admitted to the K-State Graduate School when you enroll in your first off-campus course, you will be asked to complete the quick-enroll procedures so that you can register in your coursework prior to formal admission.
- The nondegree-seeking status is only good for one semester. You will need to complete the application process during the first semester you are enrolled.

Do I have to travel to the Manhattan campus to complete coursework?

The adult learning and leadership courses are offered at Ft. Leavenworth. However, students are encouraged to attend the graduation ceremony held on the Manhattan campus.



Where, when and by whom are the courses offered?

- The K-State–Ft. Leavenworth adult learning and leadership courses are offered predominantly on post with other distance learning options available.
- The majority of the coursework is scheduled on weekday evenings from 5:30 to 9:30 p.m. If any COVID restrictions are in place at Ft. Leavenworth and CGSC, the courses will be delivered using video-conferencing connection. Each course is approximately eight weeks in length.
- One course will be a hybrid course; this course is a combination of face-to-face class sessions and asynchronous online activities.
- Only approved graduate faculty members of K-State are eligible to teach courses in this program.

Is financial assistance available?

- Many adults pursue this off-campus program on a part-time basis and may not be eligible for financial assistance. For specific eligibility information, students are encouraged to call K-State's Student Financial Assistance Office at 785-532-6420. Individuals who have veteran's assistance may contact the K-State Veterans Office (<https://www.k-state.edu/veteran/>) or call 785-532-7061.
- Students may also want to review the K-State Graduate School website at k-state.edu/grad for further resources.

Once admitted, how long will it take me to complete my master's degree?

- Current residential CGSC students may complete this program during the year they are completing CGSC.
- The program was designed for nine-month program participants and enrollment priority will be given to these individuals.
- CGSC faculty and other Ft. Leavenworth employees whose work may not facilitate a degree completion within one year's time have up to six years to complete their degree program. On average, students who have families and work full time often take at least one-and-a-half to two years to complete the program. It may be necessary for such students to take some online coursework in order to complete their degree requirements. The adult learning and leadership program also offers face-to-face courses at the K-State Olathe campus.

Is a thesis required?

Neither a thesis nor a final exam is required. The non-thesis option requires the successful completion of required coursework and submission of a learning portfolio during the semester students complete their final coursework. The portfolio is a collection of assignments (artifacts) completed during the program, which represents the student's best work and demonstrates understanding of the program learning outcomes. Students will be advised throughout the program concerning the portfolio. Portfolios are used to assess students' overall comprehension of the program learning outcomes and to evaluate the Master of Adult Learning and Leadership program at K-State.

How do I get the required course textbooks?

Students will be provided a complete listing of required textbooks and can purchase them either directly from the K-State Campus Store or other resources.

My work requires occasional travel, which may cause me to miss a class. Would I be able to complete a course—or a degree—given this circumstance?

Instructors are sensitive to and usually very tolerant of the unpredictable and sometimes uncontrollable work and life schedules adult students maintain. It is best to discuss your situation directly with each instructor at the time of enrollment.

How can I make the program fit my specific professional needs?

Individuals whose current military assignment extends beyond the CGSC nine-month stay have more flexibility in designing a program that supports their specific professional needs. In addition to the multitude of professional electives offered, students may choose to take two individualized, independent courses. These courses are completed independently of the formal classroom and are supervised by a faculty member. It is recommended that individualized courses be completed at the conclusion of a student's program of study. These courses will provide students the opportunity to pursue their specific areas of interest related to adult learning and leadership.



What types of employment do graduates of this program pursue?

There are many different career options open to graduates with this master's degree. Students are employed in a variety of contexts, some of which include adult basic education, business and industry, community agencies, continuing education, cooperative extension, libraries, higher education, military education, proprietary schools, and voluntary religious and social organizations. Throughout your coursework, you will have numerous opportunities to interview current adult educators and to hear program graduates discuss their work experiences.

A comprehensive list of all FAQ and program details can be found at:

coe.ksu.edu/academics/program-areas/adult-learning-leadership/

Student Access Center

A student with a disability who wishes to request accommodations for a credit course should contact the Student Access Center (k-state.edu/accesscenter, 785-532-6441, or email accesscenter@k-state.edu) and their course instructor. Early notification is requested to ensure that accommodations can be provided in a timely manner.

Notice of Nondiscrimination

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.