

**Learning, Leadership, and Educational Policy (LLEP) PhD
Adult Learning Concentration**

Application Process Check List and Guidelines

Department of Educational Leadership

Neag School of Education, University of Connecticut

Following is a checklist and guidelines for the applying to the LLEP PhD with Adult Learning concentration. Please note that the items in this list are not necessarily in sequence. You are responsible for completing and submitting all application materials according to the Graduate School application guidelines. This link will take you to the [Online Application to the Graduate School of the University of Connecticut](#).

The deadline for applications is February 1 each year for admission starting in the Fall semester.

	<u>Date Completed</u>
1. Submission of application materials to the Graduate School	
a. Graduate School Application for Admission	_____
b. <i>Official</i> Transcripts (including UConn)	_____
c. Application Fee	_____
d. Resident Affidavit (included with application)	_____
e. TOEFL scores (for foreign students)	_____
f. Personal Statement of Purpose ¹	_____
g. Contact information for three (3) recommenders ²	_____
h. GRE scores (completed within the last 5 years) ³	_____
i. Current résumé or curriculum vitae	_____
j. Professional writing sample(s) ⁴	_____

¹ In your Personal Statement of Purpose please address: (a) your experience working with adults and/or facilitating adult learning, (b) your reasons for pursuing the LLEP PhD with Adult Learning concentration at the University of Connecticut, and (c) your professional goals and how the LLEP PhD with Adult Learning concentration relates to those goals. Please format your personal statement double-spaced, up to 3 pages in length.

² Please follow the recommender guidelines in the Graduate School application to ensure your recommenders submit their letters of recommendation to the Graduate School.

³ The schedule for GRE testing is independent of UCONN application deadlines. Please plan accordingly. You can access GRE testing information and dates on-line at <http://www.gre.org>. Note that the Neag School of Education has set a target of 310 (1230 previous scoring) for combined verbal reasoning and quantitative reasoning scores.

⁴ Writing sample(s) may include academic paper, published article, technical manual, book chapter, etc. Please upload a .pdf file of your writing sample(s) into the online application system. Or, send a hardcopy to the Department of Educational Leadership Administrative Assistant (address on next page).

2. Interview

The Adult Learning Admissions Committee and/or the Department of Educational Leadership Admissions Committee may request an interview if you are an applicant finalist.

Some things to keep in mind

1. *You* are responsible for ensuring that all application materials are received by the application deadline. If you have any questions about whether or not your file is complete, first contact the Graduate School.

Contact information for the Graduate School:

Graduate Admissions Office
University of Connecticut
438 Whitney Road Extension U-1152
Storrs, CT 06269-1006
(860) 486-3617

You may direct other administrative questions about your application to the Department of Educational Leadership Administrative Assistant.

Contact information:

Administrative Assistant
Department of Educational Leadership
University of Connecticut
249 Glenbrook Road U-3093
Storrs, CT 06269-3093
(860) 486-6278
lisa.nesbitt@uconn.edu

2. The Adult Learning Admissions Committee will review your application file and make its recommendation to the Department of Educational Leadership Admissions Committee. If the Committee would like to invite you for an interview, either a member of the Admissions Committee or the Department Administrative Assistant will contact you. Please note that the Admissions Committee cannot make a recommendation regarding application until your file is complete. If the Committee recommends admission, the recommendation is forwarded to the Associate Dean of the Neag School of Education for approval.
3. The Graduate School will notify you of the Admission Committee's recommendation. If you are admitted to the Graduate School, the Graduate School Admissions Office will notify you in writing and to complete the admission process you must reply to the Graduate School to accept admittance.
4. If you have specific questions about the Adult Learning concentration in the Learning, Leadership, & Educational Policy program, please contact Dr. Sandy Bell, PhD, Adult Learning Program Coordinator. Phone 860-486-0251. Email sandy.bell@uconn.edu

Thank you for your interest in the Learning, Leadership, and Educational Policy PhD program with concentration in Adult Learning.