



Dear Prospective Student,

Thank you for your interest in the Knowles Johnson Institute of Graduate Studies.

The Knowles Johnson Institute reveres the spirit, research, and practices of adult learning pioneered by Malcolm Knowles and personified by Leo Johnson. The Institute's mission is to provide a preeminent, learner-centered, scholarly-practitioner doctoral education for lifelong learners who wish to make a difference in others' lives.

Ensuring extraordinary academic discipline, the Knowles Johnson Institute uniquely integrates theory, research methodology, specialized training, and pragmatic application into a practicing-scholar learning model. The curriculum's andragogy places control in the adult learner's hands, leading to profound personal transformations and lifelong practicing-scholar learning skills.

The cornerstones of the student experience include mentor-mentee relationships, one-on-one faculty engagements, student-defined learning contracts, academic and industry research projects, and structured student-defined and faculty-supported learner groups. All faculty are devoted to developing KJI students and have extensive experience in their fields, particularly in developing learner potential.

Students receive personal face-to-face mentoring from their chosen faculty mentor and, in collaboration with faculty, build learning contracts and development plans for each knowledge area (course). Coursework is accomplished independently, in collaboration with fellow learners, with close guidance from faculty, optional seminars, and additional creative self-defined learning methods.

## **Student Requirements**

- Mid-career through third-career adults who are self-directed learners
- Minimum of 5 years of professional work experience
- Ability to be self-reflective, self-directed and a motivation to expand personal boundaries
- Ability to participate in learning clusters and work effectively one-on-one with faculty and mentors
- Have experience writing professional reports or scholarly papers
- Bachelor's degree from a regionally accredited institution.

## **Application Review and Student Interviews**

The Admissions Committee applies a holistic review process to all applicants and considers both academic and personal experience in judging qualifications. Additionally, the applicant will have a minimum of one interview with a member of the Admissions Committee to ensure



appropriate alignment of the applicant's goals with KJI's curriculum and their readiness for doctoral-level learning and research.

### **Additional Documentation Required**

- Official transcript from last educational institution attended
- Resume or CV
- Completed Admissions Application (see below)
- Three references (1 personal and 2 professional)

### **Fees**

A non-refundable application fee of \$100.00 is required. Payment can be made by check or entering a credit card on the Knowles Johnson Institute of Graduate Studies website.

### **Completed Applications**

Completed applications can be emailed in PDF format to [ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG](mailto:ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG).

The admissions process is structured, engaging and designed for KJI and the prospective student to learn about each other. Once an application is received, student candidates interview with up to three faculty which will be scheduled within 14 days of the student's application submission. Acceptance decisions are made within 14 days of the candidate's final interview.

### **Non-Discrimination**

Knowles Johnson Institute of Graduate Studies does not discriminate based on race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, sexual orientation, gender identity, pregnancy, or another protected characteristic in providing and administering educational programs, student recruitment, services, and Institute activities.

The Institute declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in providing educational services to the public. The Institute will make all decisions regarding employment recruitment without discrimination on the grounds of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, genetic information, or other protected characteristics, which cannot lawfully be the basis for an admissions/employment decision.



**KNOWLES JOHNSON INSTITUTE OF GRADUATE STUDIES  
APPLICATION FOR ADMISSION**

Please complete the following admissions packet. Send your completed packet to [ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG](mailto:ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG). You will be contacted regarding an in-person interview.

**Admission Packet Checklist:**

- Personal information
- Education history
- Official transcript directly from the institution of your highest earned degree (have the school send your transcript directly to KJI – 1 Squam Hollow, Rockport, MA or send using secured email to the address above.)
- Three references (1 personal and 2 professional)
- Personal Essay
- Resume or curriculum vitae
- Copy of driver's license or passport
- An academic or professional written product

**Personal Information:**

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Last Name	First Name	Middle Name			
Gender: Female: _____ Male: _____					
Address 1					
Address 2					
City	State	Zip Code			
Country					
Home Phone	Cell Phone	Work Phone			
Date of Birth			Email		



### Optional Self-Identification

- Black or African American
- Hispanic or Latino
- Asian
- Caucasian
- Other (unidentified)
- Other identified: \_\_\_\_\_
- Veteran

**List all schools attended:** (attach additional pages if necessary)

Institution	Beginning Date	End Date	Degree Earned

### Three Personal References

Three references (1 personal and 2 professional) who can speak to your learning ability and professionalism.

The references should include:

- Reference's name and title
- Relationship with the KJI applicant
- Why the reference believes you will be a successful doctoral candidate
- How long they have known the applicant
- Telephone number and email

The references can be emailed directly to  
[ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG](mailto:ADMISSIONS@KNOWLESJOHNSONINSTITUTE.ORG).

### Certification

I certify the information provided by me to the Knowles Johnson Institute of Graduate Studies is complete and accurate. I understand any misrepresentation may be cause for the refusal of admission.

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Signed:

Date:



## PERSONAL ESSAY

Your personal statement will help KJI learn about who you are, how your history has led you to seek out a transformational graduate education, and your life's aspirations. Your work should not exceed 10 pages. Your sharing is critical to assessing your fit for a Knowles Johnson Institute of Graduate Studies transformative education.

Include the following topics, but do not feel limited to them:

- Your personal history. Where you grew up, your greatest influences (both positive and negative), and how your life experiences impact how you live your life.
- What are your life aspirations? When you are in your sunset years and talking to your children, grandchildren, and other important people in your life, how will you describe your life as well-lived? What would you have accomplished, and what type of person did you become? In other words, who do you want to become?
- Who and how have specific mentors (formal or informal) and influencers impacted your life? Describe your growth and how they helped to facilitate that.
- How would you assess where you are today?
- What are your professional and personal ambitions?
- Describe your learning style and who you are as a learner. Describe one of your impactful learning experiences and include the form of the experience and a teacher, if relevant, whom you found had a profound impact on you.
- What would you like to be the focus of your studies? What research are you hoping to accomplish?
- What do you believe you bring to your fellow learners and the Institute that will add value to their experiences and the value of a KJI education?
- Why are you considering KJI as your school of choice?
- Anything else you feel would help the Admissions Committee to learn about who you are.

It is important for you to “show” not just tell in your piece. This means providing real-life examples throughout.