PEPPERDINE UNIVERSITY

Graduate School of Education and Psychology

Application for Admission

INSPIRATION for change

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GENERAL APPLICATION INFORMATION

Each program has its own application deadline, tuition, and application procedures, which are presented in this booklet. Applications are evaluated only after all the necessary information and materials have been received by the Graduate School of Education and Psychology, Office of Admissions, 6100 Center Drive, 5th Floor, Los Angeles, CA 90045. Completed files will be processed and evaluated by the Admissions Committee.

Applicants will be notified of the admission decision by mail, usually within four weeks of receipt of transcripts and completion of the file, with the exception of applicants to both the Master of Arts in Clinical Psychology (daytime format) program and the Doctor of Psychology program. Those applicants will generally be notified within eight weeks of the application deadlines. Applicants to the Doctor of Education program will generally be notified within four weeks after the personal interviews. Full consideration cannot be assured to applicants who fail to meet application deadlines.

INTERNATIONAL STUDENTS:

International applicants must also submit a transcript evaluation performed by a NACES approved credential evaluation service such as the International Education Research Foundation (IERF) at ierf.org or the World Education Services, Inc. at wes.org. This needs to be a detailed evaluation including an English translation, US credential equiva-lency, and a grade point average figured on a 4.0 scale.

International applicants whose native language is not English are required to submit a minimum score of 550 (paper-based) or 79 (internet-based) on the Test of English as a Foreign Language (TOEFL). Information concerning the availability of this test in foreign countries can be obtained by contacting TOEFL, Educational Testing Service, Princeton, NJ 08540, USA or online at toefl.org. A scores of 6.5 on the English Language Service System (IELTS) may be substituted for the TOEFL.

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FINANCIAL AID APPLICATION INFORMATION

To allow for timely processing of financial aid, financial aid applications should be submitted by prospective students immediately upon application for admission to the University. Completion of the application and the submission of appropriate documentation by the deadline(s) assures students that they will be considered for loans, grants, and scholarships available at the school. Applications are evaluated only after all the necessary information and materials have been received by the Graduate School of Education and Psychology, Financial Aid Office, 6100 Center Drive, Los Angeles, CA 90045.

Priority Financial Aid application deadlines: Fall (April 15), Spring (November 15) and Summer (February 15). When the 15th falls on a Saturday or Sunday, the deadline date moves to the following Monday.

How to Apply:

- 1. Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. After the FAFSA has been processed, the Financial Aid Office will send you an Award Notification Letter to notify you of the amounts and types of aid for which you are eligible.
 - In some cases we may request additional information from you in order to process your financial aid (for example, tax return, verification of citizenship, etc.). Please respond to these requests as soon as possible in order to avoid further delays in processing your aid.
- 2. **FIRST-TIME LOAN BORROWERS AT GSEP:** Complete the student loan entrance counseling requirement and a Master Promissory Note online at gsep.pepperdine.edu/financialaid. We cannot process your student loan(s) until you have completed student loan counseling and a Master Promissory Note. You will receive information about completing the Master Promissory Note after you are awarded financial aid.

PLEASE NOTE

Current information and all forms necessary to apply for financial aid are available at: gsep.pepperdine.edu/financialaid

FINANCIAL AID CHECKLIST

Please make sure you have completed the following:

DOCUMENT PRIORITY DEADLINE*

O Complete and submit FAFSA Fall (April 15), Spring (November 15),

fafsa.ed.gov Summer (February 15)

O Provide any additional information requested by the ASAP

GSEP Financial Aid Office

O Complete Student Loan Entrance Counseling ASAP

gsep.pepperdine.edu/financialaid

O Complete a Master Promissory Note ASAP

gsep.pepperdine.edu/financialaid

SUBMIT FINANCIAL AID APPLICATION MATERIALS TO:

Pepperdine University
Graduate School of Education and Psychology
Financial Aid Office
6100 Center Drive, 5th Floor
Los Angeles, CA 90045-1590
Phone: (310) 568-5775

Phone: (310) 568-5775 Fax: (310) 568-2399

E-mail: gsepfaid@pepperdine.edu

^{*}When the 15th falls on a Saturday or Sunday, the deadline date moves to the following Monday.

APPLICATION PROCEDURES

The application procedures for each of the master's and doctoral programs vary. All forms for each of the programs are available at <code>gsep.pepperdine.edu/admission/application/</code>. You have two online options. You can apply directly online or download all the necessary forms for your graduate program of interest. The online application process is easy and the most expedient method, allowing you to complete the information when it is the most convenient for you and also allowing you to make updates or modifications.

The following pages contain the application forms you will be required to complete if you do not have online access. Please note: application procedures will vary by program. Below is a review of the forms, covered in the following pages:

Application for Admission: This form must be completed by all applicants and submitted along with a nonrefundable \$55 application fee.

Waiver and Transfer Credit Petition: This petition form needs to be completed and submitted with your application for admission if you are planning to waive or transfer credits. Waiver and transfer credits will vary by program.

Transcript Request Forms: This form allows you to request your transcripts from a regionally accredited college or university which has awarded you a baccalaureate and master's degree (if applicable). Official transcripts must be submitted in a registrar's sealed and stamped envelope.

Recommendation Forms: Professional recommendations are required for all programs. However, the number will vary by program. The forms on page 15 can be used or original recommendations can be on professional letterhead.

Statement of Responsibility (Teaching Credential): If you are pursuing your Teaching Credential, this form needs to be submitted with your application.

Statement of Responsibility (Administrative Services Credential): If you are pursuing your Preliminary Administrative Services Credential or California Clear (Tier II) Administrative Services Credential, this form needs to be submitted with your application.

Supervising Administrator's Consent Form (Educational Leadership Academy): Your supervisor needs to complete this form if you are planning to enroll in the Educational Leadership Academy for a Master of Science in Administration and Preliminary Administrative Services Credential.

Work Experience and Commitment Form (Educational Leadership Academy): This form needs to be completed if you are applying to the Educational Leadership Academy for a Master of Science in Administration and Preliminary Administrative Services Credential.

Clinical and Research Experience Form (Doctor of Psychology): If you are planning to earn this degree, you will need to complete this form.

APPLICATION FOR ADMISSION CODE KEY

Citizenship

U.S. Citizen N Non-U.S. Citizen

Residency

NR Non-California Resident California Resident

Ethnicity

- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 2. Black or African American: A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: A person of Cuban, Mexican, 3. Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- 5. American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 7. Puerto Rican
- 8. Mexican American
- 9. Unknown

Religion

AG	Assemblies of God	LD	LDS (Mormon)
BT	Baptist	LU	Lutheran
	Buddhist	MN	Mennonite
RC	Roman Catholic	ME	Methodist
CX	Christian Church	OR	Orthodox
CS	Christian Science	PR	Presbyterian
CC	Church of Christ	PO	Protestant
CH	Church of God	SD	Seventh Day Adventist
CG	Congregational	UN	Unitarian
DC	Disciples of Christ	UC	United Church of Christ
EP	Episcopal	UM	United Methodist
EV	Evangelical Free	OC	Other Christian
HI	Hindu	NO	None
IS	Islamic	OT	Other
JE	Jewish	UD	Undeclared

Visa (Non-U.S. Citizens Only)

Student (International student) PRC Permanent Resident (Green card) A2 Diplomatic H1B Specialty Occupation Worker

B2 Visitor I1 Exchange

BBP Visitor B1/B2

OT Other

Veteran

Active Duty Y

Pre-9/11 Véteran L

G Post-9/11 Veteran

Ε Dependent of Veteran

Not a Veteran

Not Indicated

Program Codes

_			
D	eø	re	e

MAT MA in Teaching MAE MA in Education

TESOL MA in TESOL

SEC MA in Social Entrepreneurship and Change

ELA MS in Administration

MALT MA in Learning Technologies (Online)

ELAP Doctor of Educational Leadership, Administration,

and Policy*

DELT Doctor of Education in Learning Technologies* Doctor of Education in Organizational Leadership* **EDOL** PhD Doctor of Philosophy in Global Leadership and Change

PSY MA in Psychology—evening format

MA in Clinical Psychology with an emphasis in CLP Marriage and Family Therapy—evening format

MA in Clinical Psychology with an emphasis in

Marriage and Family Therapy—daytime format

MA in Clinical Psychology with an emphasis in

CLPL Marriage and Family Therapy w/Latinas/os

MS in Behaviorial Psychology MSBP

PSYD Doctor of Psychology

NDES** Nondegree Seeking—Education NDPS** Nondegree Seeking—Psychology

Credential:

CLPM

MFTC Preliminary Multiple-Subject Teaching Credential:

Integrated with EL Authorization

SFTC Preliminary Single-Subject Teaching Credential:

Integrated with EL Authorization

PAC Preliminary Administrative Services Credential

CASC Clear Administrative Services Credential Induction

** Nondegree seeking applicants are those who do not wish to pursue acceptance in a degree or credential program. These applicants are not required to submit an application fee.

NOTE: Information regarding ethnicity, age, and religious preference are used for statistical purposes only and not in the determination of eligibility for admission.

APPLICATION FOR ADMISSION

PLEA	SE P	RINT O	RTYF	E																				
SOCIAL	SECU	IRITY NO.				1	LAST N	IAME									FIRST	NAME	, MIDDL	E NAM	ИΕ			
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DATE C	F BIRT	H (month, da	y, year)		TITLE		GENDER	MARI	TAL S	TATUS		E-	-MAIL	L ADD	RESS									
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EMERG	ENCY	CONTACT -	- Name			l			Rela	ationship								Phon	e No.					
										ng entering			🖵 Y	Yes * 🗔	Ū No		* IF YO	U ANSV	/ERED "Y	YES" TO	EITHEI	R OF T	THE PREVIOU	US
										ng entering			🗅 Y	Yes * 🕻	Ū No		QUEST	TIONS, I	PLEASE A	ATTACH	AN EXF	PLAN	ATION.	
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		ARY SCHOO			D			LOCATION: CITY, STATE				FROM	DECREE DECEIVED			MONTH	H/YEAR							
PRESEN	NT EMI	PLOYER / SO	HOOL	NAME					SC	HOOL DISTRI	CT	(if a	appli	icable)				DATE O	F EMPI	LOYME	ENT		
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List your academic honors, awards, scl	holarships, or publications:	
If applying to education programs, spe	ecify all teaching and/or administrative	re credentials you hold:
		·
If applying to education programs, spe	ecify all teaching and/or administrative	re credentials you plan to pursue: (Those applicants pursuing a single-subject credential should specify the maj
Which of the following have you taker	n?	
GRE – Graduate Record Exa	am (within the last five years):	Subject Test: O psychology (Psy.D. applicants only) General Test: O verbal O quantitative O analytical writing
MAT – Miller's Analogy Test	t: O within the last two years	O within the last five years
O GMAT – Graduate Mana	agement Admissions Test (within t	the last five years)
O CBEST – California Basic		
,	ence Test: O CSET O SSAT/Pro Applying for GRE/MAT waiver	raxis
	, 3	
If you answered "None of th	e above," which do you plan to tal	lke? Date:
List persons whom you have asked to	write letters of recommendation:	
List any members of the Pepperdine for	aculty/staff with whom you have corre	esponded:
List any Pepperdine alumni with whor	m vou have corresponded:	
	myou have corresponded.	
Applicants may be invited for an or	ral interview and asked to demonst	trate writing skills. This is a requirement for some programs.
How did you first hear about Pep	perdine's program? (Please check	one.)
O Reputation of School	O Direct Mail	O Online Advertisement O Alumni/Student Referral
O Conference Attendee	Grad Fair Attendee	O Print Advertisement O Internet Search
O Other (please specify):		
Where have you seen or heard ac	dvertising for the Graduate Schoo	ol of Education and Psychology or its programs? (Please check all that apply.)
O Radio	 Newspaper 	O Magazine
O Internet	Kiosk	O Other (please specify):
Did you attend an Information M	eeting or have a personal consulta	tation? O Yes O No
which my admission is based, is not tr admitted, I will abide by the rules and	ue or complete, the University may rev regulations of the University including	application is true and complete. I agree that if such information, or any other information upon voke my acceptance, dismiss me from the program, and/or rescind my degree. I further agree the g, but not limited to, those rules contained in the current University catalog. I acknowledge that a fithe University and will not be forwarded to another institution nor returned to me.
X		
	Applicant's Signature	Date
Pepperdine Uni	iversity does not unlawfully discriminate	e on the basis of race, color, national or ethnic origin, religion, age, sex, disability, or

prior military service in the administration of its educational policies, admission, financial aid, educational programs, or activities.

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WAIVER AND TRANSFER CREDIT PETITION

Directions:

- 1. Carefully read the policies section below.
- 2. Complete this petition form and submit it, and the appropriate documents with your application for admission.
- 3. New students will receive official notification by mail shortly after receiving admission to the University. Continuing students will be officially notified by mail shortly after the petition is evaluated.

POLICIES

Waiver:

A waiver satisfies a course's content requirements without fulfilling its unit requirements. Any courses taken elsewhere, which a student wishes to be considered for waiver, must adhere to these guidelines:

- Course work must have been completed at a regionally accredited institution.
- · A grade of "B" or higher must have been attained.
- Course work must have been completed within the past seven years.
- Unless proven equivalent, extension and continuing education courses and partial credit will not be considered.
- Psychology only certain Pepperdine courses are eligible for waiver: PSY: 626, 656, 657, 658, 659

PSY: 626, 656, 657, 658, 659 CLP: 657, 659

Education—Each situation is assessed on an individual basis.

Students beginning the **teaching credential program** in residence. No waivers or transfer credits will be allowed.

UNIT CREDIT TOWARD A PEPPERDINE DEGREE IS NOT GIVEN IN WAIVER, NOR DO UNITS APPEAR ON THE PEPPERDINE UNIVERSITY TRANSCRIPT WHEN A COURSE IS WAIVED.

Documents needed for waiver petition:

- 1. Petition form.
- 2. Photocopy of catalog course description.
- 3. Official transcript, if not on file.

Transfer credit:

Transfer credit fulfills the master's or doctoral level units needed to complete degree requirements. Any courses taken elsewhere, which a student wishes to be considered for transfer credit, must adhere to the following guidelines:

- Only doctoral-level courses may be petitioned for transfer toward the doctorates in education and psychology.
- Course work must have been completed at a regionally accredited institution.
- Only graduate level courses taken after the completion of a bachelor's degree may be considered.
- · A grade of "B" or higher must have been attained.
- Course work must have been completed within the past seven years.
- Course content must approximate that of the program in which the applicant is enrolled.
- Extension, continuing education, and undergraduate courses as well as partial credit will NOT be considered.
- A maximum of 6 semester units may be transferred toward the master's; 8 toward the doctorate in education; and 9 toward the doctorate in psychology.

UNIT CREDIT TOWARD A PEPPERDINE DEGREE IS GIVEN IN TRANSFER AND TRANSFER UNITS APPEAR ON THE PEPPERDINE UNIVERSITY TRANSCRIPT.

Documents needed for transfer credit petition:

- 1. Petition form.
- 2. Photocopy of catalog course description.
- 3. Course syllabus, if requested.
- 4. Official transcript, if not on file.

PLEASEPRINTO	OR TYPE					
I am petitioning for:	() Waiver () Trans	fer credit () Both waiv	ver and transfer credit			
Name				Day	time Telephone Number	
Mailing address			City	Stat	e	Zip code
List courses for consid	deration as they appear on t	the transcript. (Use addition	al paper if necessary.)			_1
COURSE NO.	COURSE TITLE	INSTITUTION	PEPPERDINE COURSE	TITLE AND NUMB	ER REQUESTED FOR WAIV	'ER/TRANSFER
V			•			

Signature Da

I am a: () New student – send form and attachments with the application for admission in the envelope provided to the office of admissions.
 () Continuing student – send form and attachments in the envelope provided to your student services administrator.

TRANSCRIPT REQUEST

Applicant: Mail this form and appropriate transcript fees to the registrar of the college or university you attended.

To the registrar - Name of Institution:

Please forward a copy of the transcript for									
Last Name	Maiden (If applicable)	First		Middle					
Street	City		State	Zip Code					
 last attended classes during:			Social Security N	No.					
Term / Year									
Signature									
Please attach this form to the trar	nscript and mail to the following address:	Office of Admissions, Graduate School of Ec 6100 Center Drive, 5th Los Angeles, CA 9004:	ducation and Psychon Floor	•					

TRANSCRIPT REQUEST

Applicant: Mail this form and appropriate transcript fees to the registrar of the college or university you attended.

To the registrar - Name of Institution:

Please forward a copy of the transcript for									
Last Name	Maiden (If applicable)	First		Middle					
Street	City		State	Zip Code					
I last attended classes during:		Social Security No.							
Term / Year									
Signature									
Please attach this form to the	transcript and mail to the following address:	Office of Admissions, Pep Graduate School of Educ 6100 Center Drive, 5th Fl Los Angeles, CA 90045-1	ation and Psycho	•					

TRANSCRIPT REQUEST

Applicant: Mail this form and appropriate transcript fees to the registrar of the college or university you attended.

To the registrar - Name of Institution:

Please forward a copy of the transcript for									
Last Name	Maiden (If applicable)	First	Middle						
Street	City	State	Zip Code						
I last attended classes during:		Social	Security No.						
Term / Year									
Signature									

Please attach this form to the transcript and mail to the following address:

Office of Admissions, Pepperdine University Graduate School of Education and Psychology 6100 Center Drive, 5th Floor Los Angeles, CA 90045-1590

RECOMMENDATION

ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBL	.E. PLEASE PRINT OR TYPE	i.					
Name of Applicant		Pr	Program Code (pg. 8) Date				
The Family Educational Rights and Privacy Act of 1974 prosigned. If you wish to waive your right to have access to you you enroll at the Graduate School of Education and Psych In the event that I become a student at the Graduate S	our file, sign your name in thology.	he space	provided. If you do	not sign, you v	vill be permitted	to inspect this re	ference only if
Applicant's Signature X					Date		
How long have you known the applicant?							
In what capacity?							
Compared to individuals you have known at a similar leve	l of development, please ev	/aluate th	ne applicant on each	n factor listed b	elow:		
		Superior Top 2%	Very Good Top 10%	Good Top 25%	Average Mid 50%	Below Average Low 25%	Unable To Judge
Academic Ability							
Creativity							
Written Communication							
Oral Communication							
Clinical Aptitude (applicants for psychology programs onl	y)						
Interpersonal Relations							
Maturity							
Motivation							
Ethics							
Potential to Complete Degree/Credential							
OVERALL RATING							
Comment on the applicant's p	ootential as an education	or psych	ology professional	l (attach additio	onal pages if nece	essary).	
Name	Institution / Employer		Position	Position			
Address	City, State, Zip		Telephon	Telephone Number			
- Email	<u> </u>			()		
Signature X				Date			

PLEASE RETURN THIS FORM TO: Pepperdine University Office of Admissions Graduate School of Education and Psychology 6100 Center Drive, 5th Floor, Los Angeles, CA 90045-1590

RECOMMENDATION

RECOMMENDATION							
ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBL	E. PLEASE PRINT OR TYPE.						
Name of Applicant		P	rogram Code (pg. 8)			Date	
The Family Educational Rights and Privacy Act of 1974 pro signed. If you wish to waive your right to have access to yo you enroll at the Graduate School of Education and Psyche In the event that I become a student at the Graduate School	our file, sign your name in the blogy.	space	e provided. If you do n	ot sign, you v	will be permitted	to inspect this re	ference only if
Applicant's Signature X					Date		
How long have you known the applicant?							
In what capacity?							
Compared to individuals you have known at a similar level	of development, please eval	uate t	he applicant on each	factor listed l	pelow:		
		perior p 2%	Very Good Top 10%	Good Top 25%	Average Mid 50%	Below Average Low 25%	Unable To Judge
Academic Ability							
Creativity							
Written Communication							
Oral Communication							
Clinical Aptitude (applicants for psychology programs only	y)						
Interpersonal Relations							
Maturity							
Motivation							
Ethics							
Potential to Complete Degree/Credential							
OVERALL RATING							
Comment on the applicant's p	otential as an education or	psyc	hology professional	attach additi	onal pages if nece	ssary).	'
Name	Institution / Employer		Position				
Address	City, State, Zip		Telephone Number				
Cinatura V				Dette			
Signature X				Date			

RECOMMENDATION

ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBLE	. PLEASE PRINT OR TYPE.						
Name of Applicant		Program Cod	Program Code (pg. 8) Date				
The Family Educational Rights and Privacy Act of 1974 provisigned. If you wish to waive your right to have access to you you enroll at the Graduate School of Education and Psychol In the event that I become a student at the Graduate Sch	r file, sign your name in the sp ogy.	ace provided.	lf you do no	ot sign, you w	ll be permitted	to inspect this ref	ference only if
Applicant's Signature X					Date		
How long have you known the applicant?							
In what capacity?							
Compared to individuals you have known at a similar level of	of development, please evaluat	e the applicar	nt on each f	actor listed be	elow:		
	Superi Top 2 ^c		Good 10%	Good Top 25%	Average Mid 50%	Below Average Low 25%	Unable To Judge
Academic Ability							
Creativity							
Written Communication							
Oral Communication							
Clinical Aptitude (applicants for psychology programs only)							
Interpersonal Relations							
Maturity							
Motivation							
Ethics							
Potential to Complete Degree/Credential							
OVERALL RATING							
Comment on the applicant's po	tential as an education or ps	ychology pro	fessional (d	attach additio	nal pages if nece	ssary).	
Name	Institution / Employer		Position				
Address	City, State, Zip		Telephone Number				
Email				\	,		
Signature X				Date			

PLEASE RETURN THIS FORM TO: Pepperdine University Office of Admissions
Graduate School of Education and Psychology
6100 Center Drive, 5th Floor, Los Angeles, CA 90045-1590

STATEMENT OF RESPONSIBILITY • Teaching Credential

Providing I am accepted into Pepperdine University's Graduate School of Education and Psychology, I hereby make the following statement and acknowledge that I fully understand the rules, regulations, and policies regarding my eligibility to enroll and remain in the Teaching Credential Program for the purpose of obtaining a teaching credential.

- a) I must have completed a baccalaureate or higher degree from a regionally-accredited college or university;
- b) I must maintain a cumulative grade point average of 3.0 in all work completed in the program in order to graduate;
- c) To remain eligible, I must accept full responsibility to maintain the academic program standards as stated in the Pepperdine University Graduate School of Education and Psychology academic catalog;
- d) I must complete the Commission's Certificate of Clearance (COC) application and submit verification of a tuberculosis (TB) test to the Credential Office prior to my first term of classes, or at the very latest, prior to registration for Clinical Experience 1 coursework.
 - I understand that if I hold or have held a Certificate of Clearance (COC), California Teaching Credential, Pre-Intern or Intern Certificate, or Emergency Teacher Permit, I must submit verification of the credential document (expired or current) to the Credential Office in lieu of the COC application.
- e) I am aware that course work pertaining to the U.S. Constitution is a requirement for a Preliminary Teaching Credential, and that I may satisfy this requirement by passing a Commission-approved college or university exam, or by submitting a transcript which verifies completion of an approved college course.
- f) I further acknowledge that I am required to take the Literacy Theory and Methods for Multiple Subject Candidates and pass the RICA (Reading Instruction Competence Assessment) to be recommended for my first Multiple Subject Teaching Credential. Due to the nature of the content of the RICA examination, I understand that it is strongly recommended that I complete the literacy coursework prior to taking the RICA examination.
- g) I understand the Subject-Matter Competence Policy:

Prior to beginning student teaching, teacher candidates **must take and <u>pass</u>** the state-approved subject-matter competence examination — California Subject Examination for Teachers (CSET) – to establish subject-matter competence.

I understand that subject-matter competence (CSET) and passage of the CBEST or its equivalent must be **verified** prior to student teaching.

Multiple-subject credential students must take the state-approved subject-matter competence examination (CSET) for Multiple Subject teaching to establish subject-matter competence.

Single-subject credential students have two methods of establishing subject-matter competence:

- a. The student must pass the state-approved subject-matter competence examination (CSET) for the specific subject *OR*
- b. The student must complete a commission-approved subject-matter program at a California college or university and obtain a subject-matter statement letter (verification of completion) from the authorized person in the education department at the university or college.
- h) I understand that test dates such as CBEST and CSET may fall on a weekend class meeting, in which case, release time will not be granted.

I also understand that passage of subject-matter competence before starting the MAE/TP program is necessary to complete a one-year program.

i) I understand the Residency Policy:

Residency Policy: To be recommended for a teaching credential, students are required to complete all course work at Pepperdine University, once admitted to the program.

For all students:

MATP 600	Human Development (4)
MATP 610	Instructional Design (4)
MATP 620	Literacy in the 21 st Century (4)
MATP 630	Teaching English Learners (3)
MATP 681	Clinical Experience 1 (1)
MATP 682	Clinical Experience 2 (2)
MATP 683	Clinical Experience 3 (2)
MATP 691	Action Research 1 (3)
MATP 692	Action Research 2 (3)

Student teaching: A minimum of two assignments of student teaching completed under Pepperdine University supervision is required for all teaching credential candidates.

For multiple-subject teacher candidates only:

MATP 660	MS Methods:	History/Social Science/VPA (2)
MATP 662	MS Methods:	Science/Math/Technology (3)

MATP 664 MS Methods: Language Arts (3)

For single-subject teacher candidates only:

MATP 670	Developing Secondary Methods (3)
MATP 672	Developing Secondary Content Area (1)
MATP 674	Advanced Secondary Methods (3)
MATP 676	Advanced Secondary Content Area (1)

All teacher candidates must complete the final assignment of student teaching in a California public school under the jurisdiction of Pepperdine University.

- j) All teacher candidates will complete Teaching Performance Assessments (TPA). The SB2042 teacher preparation program is based on Teaching Performance Expectations (TPE), mastery of which is demonstrated in successfully completing the Performance Assessment for California Teachers (PACT).
- k) I acknowledge that I may be removed from a student teaching site assignment, without prior notice, by administrative action. I acknowledge that if I leave student teaching before completion of an assignment, either by administrative action or by voluntary withdrawal, I must request readmission to the Teaching Education Program in writing, and that readmission is not automatic.
- I) I acknowledge that Pepperdine University is committed to the concept that continuous screening and evaluation are necessary to ensure that the candidates who complete a program are well prepared to be effective members of the teaching profession. Thus, candidates can expect to be evaluated on possession of basic skills, personal qualifications, and performance factors in addition to completion of courses.
- m) I understand that the credential program that I am entering is designed in compliance with California state standards. All California teacher credentialing programs are subject to legislative changes. I understand that adjustments in my program may be necessary to comply with such changes.

I further acknowledge that if I am asked to withdraw due to my failure in any one of the above regulations, I accept full financial responsibility in keeping with the tuition refund policy as stated in the Pepperdine University Seaver College catalog.

Statement of Responsibility

Name	CWID#	Telephone number
Home address		
Signature		Date

STATEMENT OF RESPONSIBILITY • Administrative Services Credential

Provided I am accepted into Pepperdine University's Graduate School of Education and Psychology, I hereby make the following statement and acknowledge that I fully understand the rules, regulations, and policies regarding my eligibility to enroll, and remain in the Administrative Credential Program for the purpose of obtaining an administrative services credential:

- a) I must have completed a baccalaureate or higher degree from a regionally-accredited college or university;
- b) I must maintain a cumulative grade point average of 3.0 in all work completed in the program in order to graduate;
- c) To remain eligible, I must accept full responsibility to maintain the academic program standards as stated in the Pepperdine University Graduate School of Education and Psychology catalog;
- d) I acknowledge that Pepperdine University's Graduate School of Education and Psychology is committed to the concept that continuous screening and evaluation are necessary to ensure the candidates who complete a program are well prepared to be effective administrators. Thus, candidates can expect to be evaluated on possession of basic skills, personal qualifications, and performance factors in addition to completion of courses.

For the Preliminary Administrative Services Credential (PASC):

- e) I must submit a copy of a valid California Teaching, Pupil Personnel Services, Health Services, Speech Pathology, Librarianship, Designated Subjects, or Clinical Rehabilitative Services Credential;
- f) I acknowledge that to be recommended to the California Commission on Teacher Credentialing (CCTC) for a Preliminary Administrative Services Credential, I must have completed a minimum of three years of full-time experience in public or private schools of equivalent status under one of the appropriate credentials listed above;
- g) I acknowledge that unless I have written documentation to verify I hold an administrative position, my initial recommendation will be for a Certificate of Eligibility for PASC;
- h) I acknowledge that verification of passing the California Basic Education Skills Test (CBEST) is required before I can be recommended to CCTC for PASC;
- i) I am aware that an Administrative Leadership Project in EDSM 620, 621, and 622 is a requirement for PASC, and I must obtain the consent of my principal or supervising administrator to undertake this project at my school site;
- j) I must successfully present the results of the Administrative Leadership Project at the end of the program, and I must receive a passing grade in all courses to be recommended for PASC.

For the California Clear Administrative Services Credential (CASC):

- k) I must have completed a master's or higher degree from a regionally accredited college or university;
- I) I must submit a copy of a valid Preliminary Administrative Services Credential;
- m) I must serve in an administrative capacity in a public school or district, or private school of equivalent status, while holding the Preliminary Administrative Services Credential, to be admitted to the CASC program, and I must serve in that capacity for at least two years to be recommended to CTC for CASC;
- n) I must sucessfully complete a CTC approved CASC Induction Program and obtain the program sponsor's recommendation for the credential.

I further acknowledge that if I am asked to withdraw due to my failure in any one of the above regulations, I accept full financial responsibility in keeping with the tuition refund policy as stated in the Pepperdine University Graduate School of Education and Psychology catalog.

STATEMENT OF RESPONSIBILITY				
Last Name of Applicant	First, Middle Initial			
Telephone Number				
()				
Home Address	City	State	Zip Code	
Signature X		Date		

SUPERVISING ADMINISTRATOR'S CONSENT

EDUCATIONAL LEADERSHIP ACADEMY FOR A MASTER OF SCIENCE IN ADMINISTRATION AND PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

APPLICANT: PRINT OR TY	PE THE INFORMATION IN THE FOLLOWIN	G SECTION.
Last Name of Applicant	First Name, Middle Initial	
School (or Office)	School (or Office) Telephone Number	
School Address	Name of Administrator/Principal	
School District (and Number If LAUSD)		
	TO THE PRINCIPAL:	
Application has been made to Pepperdine University's Graduate program requires the consent of the principal or supervising adm		
The California Commission on Teacher Credentialing requires adrand evaluation of the site administrator possessing an administrator		
The purpose of this form is to confirm (1) the applicant's experier counsel, and evaluate this applicant.	nce and assignment, and (2) the admir	sistrator's willingness to plan with, supervise,
	ASSIGNMENT:	
The above-named applicant has a regular full-time teaching assignment	gnment in this school: O Yes O N	No (if no, complete next part)
The applicant is assigned in another capacity other than as a full-Indicate assignment (Examples: Title I or ESL Coordinator, Nurse,	3	r Math Lab Teacher):
Assignment:		
TIM	E AVAILABLE FOR FIELD WORK:	
The time the applicant will have to conduct administrative field v	vork assignments will be as indicated (check all appropriate).
O Before/After school O Conference period O Released/O	Other time (please indicate):	
APPLICANT'S POTENTIAL	AS A SCHOOL ADMINISTRATOR (PLEASE	E COMMENT):
SUPERVI	SING ADMINISTRATOR'S CONSENT:	
As the supervising administrator, are you willing to commit the tile evaluate the applicant's field work activities? O Yes O No	me required to work with the applicar	nt to jointly develop a field work plan, supervise, and
Comment:		
Name of Supervising Administrator (Please Print or Type)		Title
Signature		Date

Please complete this form and return it as soon as possible to Pepperdine University GSEP, Office of Admissions, 6100 Center Drive, Los Angeles, CA 90045-1590. A University field supervisor will be assigned to work with you and the applicant.

If you have any questions, please call the program administrator at (310) 568-5600.

WORK EXPERIENCE AND COMMITMENT

EDUCATIONAL LEADERSHIP ACADEMY FOR A MASTER OF SCIENCE IN ADMINISTRATION AND PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL

APPLICANT: PRINT	ORTY	PETHE INFORMATION IN THE FOLLOWING	SECTION.		
Last Name of Applicant		First Name, Middle Initial			
School (or Office)		Region			
Current Assignment					
In the spaces below, please provide your record of full-timment, provide a brief description of your responsibilities.	ne ass	signments in the K-12 setting. List your	most recent experience first. For each assign-		
Dates (from: month/year to: month/year)	Scho	ool or Location			
Principal or Supervisor	Title		Assignment		
Brief Description of Responsibilities					
Dates (from: month/year to: month/year)	Scho	ool or Location			
Principal or Supervisor	Title		Assignment		
Brief Description of Responsibilities					
Dates (from: month/year to: month/year)	Scho	ool or Location	_		
,,,					
Principal or Supervisor	Title		Assignment		
Brief Description of Responsibilities					
			-		
Dates (from: month/year to: month/year)	Scho	ool or Location			
Principal or Supervisor	Title		Assignment		
Brief Description of Responsibilities					
I hereby commit to spend two (2) full days during the year t be followed by reports of my observations.	o visi	t exemplary schools, shadow administrat	tors, or attend conferences, to		
Signature			 Date		
Signature			Date		

Please complete this form and return it as soon as possible to Pepperdine University GSEP, Office of Admissions, 6100 Center Drive, Los Angeles, CA 90045-1590. If you have any questions, please call the Admissions Manager at (310) 568-5600.

CLINICAL AND RESEARCH EXPERIENCE • Doctor of Psychology Only PLEASE PRINT OR TYPE					
Last	Name of Applicant First Name, Middle Initial				
	CLINICAL EXPERIENCE				
	CLINICAL EXPERIENCE				
	ease mark the category and subcategory that best describe your previous clinical experience as of December 31 of the rrent year:				
О	Licensed mental health practitioner (MFT or LCSW)				
0	Unlicensed mental health professional – positions held that required application of clinical skills (psychotherapy, assessment, crisis management): O Post-master's supervised experience (e.g., MFT intern): O Equivalent to at least one year, full-time O Equivalent to less than one year, full-time				
0	Graduate-level traineeship or intern therapist in a formal training program: O Equivalent to at least one year, full-time O Equivalent to less than one year, full-time				
0	Case manager, mental health worker, behavioral specialist or crisis counselor: O Equivalent to at least one year, full-time O Equivalent to less than one year, full-time				
0	Volunteer experience (e.g., at a psychiatric hospital, group home, crisis hotline, or mentor to a special needs child): General Equivalent to less than one year, full-time General Equivalent to less than one year, full-time				
0	Other:				
0	No clinical experience				
Brie	efly describe the nature of your clinical experience (position, title, clinical responsibilities, client population, etc.)				

RESEARCH EXPERIENCE Please mark the category and subcategory that best describe your previous research experience: O Published or in press in a professional publication: O First author O Co-author Please list bibliographic reference(s): Completed unpublished master's thesis Presented a paper in a paper session, symposium or poster session at a professional conference: (please specify) Research Assistant (minimum of six months involvement): O Direct contact with participants (e.g., administration of tests, interviewing) 0 Data analysis 0 Administrative coordination Research Assistant (minimum of six months involvement): \circ Data entry Library research 0 Copying / phoning 0 Other: 0 No research experience LANGUAGE PROFICIENCY In addition to English, list the languages in which you are fluent. Indicate whether you are proficient to conduct psychotherapy.

Signature

Date

RESEARCH EXPERIENCE • PhD in Global Leadership and Change Only PLEASE PRINT OR TYPE First Name, Middle Initial Last Name of Applicant RESEARCH EXPERIENCE Please mark the category and subcategory that best describe your previous research experience: Published or in press in a professional publication: O First author O Co-author Please list bibliographic reference(s): Completed unpublished master's thesis Completed unpublished doctoral thesis Presented a paper in a paper session, symposium or poster session at a professional conference: (please specify) Research Assistant (minimum of six months involvement): O Direct contact with participants (e.g., administration of tests, interviewing) O Data analysis O Administrative coordination O Data entry O Library research \circ Copying / phoning Other: No research experience

Signature

Date

PEPPERDINE UNIVERSITY Graduate School of Education and Psychology

Office of Admissions 6100 Center Drive, 5th Floor • Los Angeles, CA 90045 Phone: (310) 568-5600 gsep.pepperdine.edu