

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, 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 programs in Organizational Leadership and Organization Change will generally be notified within two weeks after the personal interviews. Full consideration cannot be assured to applicants who fail to meet application deadlines.

INTERNATIONAL STUDENTS:

All international applicants are required to submit certified transcripts in English and a calculated grade point average. International applicants must also complete the International Student Data form on page 21 and submit it to the Office of Admissions.

The transcripts and grade point average must be evaluated by a credentials service such as the International Education Research Foundation (IERF) at www.ierf.org or the World Education Services, Inc. at www.wes.org.

International applicants whose native language is not English are required to submit a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). The computer-based TOEFL test should have a minimum score of 220. 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 www.toefl.org.

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 16) and Summer (February 16). 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 <http://www.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 <http://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.

^{*} *Applicants who are unable to complete the FAFSA and/or Student Loan Counseling online can request paper forms by calling (310) 568-5775.*

PLEASE NOTE:

Current information and all forms necessary to apply for financial aid are available at:

<http://gsep.pepperdine.edu/financialaid>

FINANCIAL AID CHECKLIST

Please make sure you have completed the following:

DOCUMENT	PRIORITY DEADLINE*
<input type="radio"/> Complete and submit FAFSA http://www.fafsa.ed.gov	Fall (April 15), Spring (November 16), Summer (February 16)
<input type="radio"/> Provide any additional information requested by the GSEP Financial Aid Office	ASAP
<input type="radio"/> Complete Student Loan Entrance Counseling http://gsep.pepperdine.edu/financialaid	ASAP

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

SUBMIT FINANCIAL AID APPLICATION MATERIALS TO:

Pepperdine University
 Graduate School of Education and Psychology
 Financial Aid Office
 6100 Center Drive
 Los Angeles, CA 90045-1590
 Phone: (310) 568-5775
 Fax: (310) 568-2399
 E-mail: gsepfaid@pepperdine.edu

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 <http://gsep.pepperdine.edu/admission/application/>. 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.

International Student Data (ISD) Form: This information is required for all international students with F-1 visa status and is in accordance with the United States (U.S.) federal regulations.

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.

Work History Form (Doctor of Education in Organization Change): If you are applying for the Doctor of Education in Organization Change you will need to complete this form.

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

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

Residency

- RE California Resident
- NR Non-California Resident

Ethnicity

- 1 Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- 2 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.
- 3 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, and Vietnam.
- 4 Black or African American: A person having origins in any of the black racial groups of Africa.
- 5 Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 6 White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 7 Two or more races

Religion

- | | |
|------------------------|----------------------------|
| AG Assemblies of God | LD LDS (Mormon) |
| BT Baptist | LU Lutheran |
| BU 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)

- F-1 Student (International student)
- PR Permanent Resident (Green card)
- A-2 Diplomatic B-2 Visitor
- J-1 Exchange OT Other

Veteran

- 0 Non-Veteran or Not Applying for VA Benefits
- 7 Veteran, Applying for VA Benefits

Program Codes

Degree:

- A5 MS in Administration: Educational Leadership Academy
- ED MA in Education: Credential*
- E1 MA in Education: Psychology Emphasis
- E5 MA in Education: Instructional Leadership Emphasis
- OMET Online MA in Educational Technology
- ET Doctor of Education: Educational Technology
- EL Doctor of Education: Educational Leadership, Administration, and Policy
- OL Doctor of Education: Organizational Leadership
- OC Doctor of Education: Organization Change
- PSY MA in Psychology – evening format
- CLP MA in Clinical Psychology with an emphasis in Marriage and Family Therapy – evening format
- CLPM MA in Clinical Psychology with an emphasis in Marriage and Family Therapy – daytime format
- PSYD Doctor of Psychology
- NDGE* Nondegree Seeking – Education
- NDGP* Nondegree Seeking – Psychology

* Credential:

- 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
- PRC Professional Clear (Tier II) Administrative Services Credential

** 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.

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
CLP: 610, 626, 656, 657, 659
- **Education** – only certain Pepperdine courses are eligible for waiver:
ED: 600, 601
EDTC: 672

Students beginning the **teaching credential program** must complete all course work 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.

PLEASE PRINT OR TYPE

I am petitioning for: Waiver Transfer credit Both waiver and transfer credit

Name		Daytime Telephone Number ()	
Mailing Address	City	State	Zip Code

List courses for consideration as they appear on the transcript. *(Use additional paper if necessary.)*

COURSE NO.	COURSE TITLE	INSTITUTION	PEPPERDINE COURSE TITLE AND NUMBER REQUESTED FOR WAIVER / TRANSFER

X

Signature
Date

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
I last attended classes during: Term / Year		Social Security No.	
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
Los Angeles, CA 90045-1590

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To the registrar - Name of Institution:

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Street	City	State	Zip Code
I last attended classes during: Term / Year		Social Security No.	
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
Los Angeles, CA 90045-1590

INTERNATIONAL STUDENT DATA (ISD) FORM

This information is required of international students who will be enrolled at Pepperdine University in student (F-1) visa status, in accordance with United States (U.S.) federal regulations. Submit the completed ISD form along with your application for admission to Pepperdine University. Upon receipt of confirmation of your intent to enroll, the Office of International Student Services (OISS) will issue the Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Attach a separate sheet providing the same required information for each dependent who will accompany you to the U.S.

ALL APPLICANTS			
Family Name <i>(please write name exactly as shown in your passport)</i>		First	Middle
Other Names Used: Family		First	Middle
Date of Birth <i>(month/day/year)</i>		Place of Birth <i>(city/country)</i>	
Country or Countries of Citizenship		Gender <input type="radio"/> Male <input type="radio"/> Female	
If you have dual citizenship, which passport will you use to travel?			
Passport Number		Passport Expiration Date <i>(month/day/year)</i>	
Permanent Address			
City		State / Providence	Country
Postal Code			
Phone ()	Fax	E-mail	
Address to which form I-20 should be mailed, if different from above:			
City		State / Providence	Country
Postal Code			
Phone ()	Fax	E-mail	
Prospective Visa Type		Place of Visa Application <i>(city/country)</i>	
APPLICANTS WHO ARE CURRENTLY IN THE U.S.			
Current Visa Status		I plan to change my visa status to	
Visa Number		Visa Issue Date <i>(month/day/year)</i>	
Where was the visa issued? <i>(city / country)</i>		Visa Expiration Date <i>(month/day/year)</i>	
Port of Entry <i>(city / state)</i>		Date of Entry <i>(month/day/year)</i>	
Form I-94 Expiration Date <i>(month/day/year)</i>		Form I-94 Number	
Which school issued you Form I-20 (if applicable)?			
Address in the U.S. (actual physical location of residence)			
City		State / Providence	Country
Postal Code			
Phone Number ()		This address and phone are valid until <i>(month/day/year)</i>	
Will you depart from the U.S. prior to enrollment?		To where and when?	

Please see reverse side

To be eligible for the student visa status, you must show that funds are available for the first year of study, and that adequate funding will be available for each subsequent year of study. Please fill in the amounts you will have available to cover your school and living expenses in the U.S. for the duration of your studies. Tuition charges for the current year are listed at www.pepperdine.edu. For the purpose of your Form I-20 only, living expenses are estimated based on average on-campus room and board charges for undergraduate and graduate students. These rates are listed at <http://www.pepperdine.edu/housing/information>. Off-campus living expenses will depend on your personal spending habits. An additional \$3,000 per year should be added for each of your dependents. All international students and their dependents are required to furnish verification of health and accident insurance or enroll in the student group policy offered at Pepperdine University.

THIS SECTION TO BE COMPLETED BY THE APPLICANT

I certify that I will have the following amounts in U.S. currency available for my support during the forthcoming academic year and each subsequent year at Pepperdine University.

Personal funds \$ _____
 Family funds \$ _____
 Other (specify source): \$ _____
 Total \$ _____

- I certify that these funds are adequate to cover all estimated school and living expenses, including travel to and from the U.S.
- I have a pending application for a loan/scholarship in the amount of \$ _____. Please process my application for admission to Pepperdine University, and I will provide further evidence of funding prior to issuance of the Form I-20.

Signature of Applicant _____ Date _____

THIS SECTION TO BE COMPLETED BY THE FINANCIAL SPONSOR

I certify that I have agreed to provide the amount of funds stated above to the applicant named above for the purpose of full-time study at Pepperdine University.

Name of Sponsor _____ Relationship to Applicant _____

Address of Sponsor _____ Phone _____

Signature of Sponsor _____ Date _____

THIS SECTION TO BE COMPLETED BY THE OFFICER OF THE BANK OR FINANCIAL INSTITUTION

(or a copy of the financial documents you will present to the U.S. Embassy or Consulate may be attached to this form).

This is to certify that _____, whose signature appears above, has ample funds at this time to meet the expenses of the applicant named above. This certificate does not constitute a statement of liability on my part, or on the firm, or bank, I represent.

Name of Officer _____ Title _____

Name of Organization _____

Address of Organization _____

City / State / Zip _____ Phone _____

Signature of Officer _____ Date _____

Required: Organizational seal or stamp here

FOR PEPPERDINE OFFICE USE ONLY

- This student has been granted a scholarship of \$ _____ per term for the _____ program.
- This student has been granted a graduate assistantship of \$ _____ per term.
- This student has been granted other aid in the form of _____ in the amount of \$ _____ per term.
- This student has not been granted any aid.

School Official _____ Signature _____ Date _____

STATEMENT OF RESPONSIBILITY • Teaching 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 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 catalog;
- d) I must complete and submit the Commission's Affidavit for Certificate of Clearance form and my application for Character Identification Clearance (CIC) and tuberculosis (TB) test to the Credential Office prior to my first term of classes, or at the very latest, prior to registration for EDTC 645, EDTC 674, and student teaching.

I understand that if I hold or have held a Certificate of Clearance (CC), 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 Pepperdine University Graduate School of Education and Psychology Credential Office in lieu of the CIC application.

I understand the Certificate of Clearance Policy:

A student may be denied approval for student teaching if found to have answered "yes" to any of the personal fitness questions on the Commission's Affidavit for Certificate of Clearance (CC) form and the student's application for Character Identification Clearance (CIC) including unconfirmed identity; criminal record; inadequate qualifications; behavioral or personality disabilities; addiction to alcohol, narcotics, other addictive substances; or another condition not specified above which is adjudged to render the student unfit for working with children. In such cases, clearance will be required prior to approval for student teaching.

- 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 EDTC 645 (4) Language Acquisition and Language Arts Methods course and pass the RICA (Reading Instruction Competence Assessment) 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 EDTC 645 (4), EDTC 673 (3), and some student teaching prior to taking the RICA examination.

The California Commission on Teacher Credentialing monitors the passing rate of RICA based on the institution where the Language Acquisition and Language Arts Methods course was taken. Pepperdine University's policy requires that EDTC 645 (4) be taken in residence.

g) I understand the Subject-Matter Competence Policy:

Multiple-subject credential students must take and pass the state-approved subject-matter competence examination — California Subject Examination for Teachers (CSET) – to establish subject-matter competence.

Single-subject credential students have two methods of establishing subject-matter competence. The student must either 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 that university or college, OR the student may take and pass the state-approved subject-matter competence examination(s).

I understand that either the original official subject-matter competence verification letter (single-subject credential students only) must be submitted to the Pepperdine University Graduate School of Education and Psychology Credential Office or a copy of the state-approved subject-matter examination(s) passing transcript must be submitted to the Graduate School of Education and Psychology Credential Office for verification.

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

- 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/TC 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:

- ED 610: Education Institute (1)
- ED 611 A, B, C: Teacher Identity and Vocation (1, 1, 1)
- ED 612: Teacher Education Symposium (1)
- EDTC 645: Language Acquisition and Language Arts Methods (4)
- EDTC 672: Cultural Diversity (3)
- EDTC 673: Second Language Development: Theories and Foundation (3)
- EDTC 674: Second Language Development: Methods and Practice (2)

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 credential students only:

- EDTC 677: Environmental and Instructional Strategies for the Diverse Classroom: Multiple-Subject (3)
- EDTC 691: Methods for Elementary Schools: Mathematics and Science (3)
- EDTC 693: Linking Literature and Composition with History and Social Science (3)

For single-subject students only:

- EDTC 678: Environmental and Instructional Strategies for the Diverse Classroom: Single Subject (3)
- EDTC 694: Linking Literature and Composition with Content Area Instruction (3)
- EDTC 695: Developing Secondary Teaching Models (3)

Petition for one possible exemption of student teaching is only granted after the candidate has begun EDTC 680 or EDTC 683, and will only be granted after the candidate has demonstrated teaching competence under the jurisdiction of Pepperdine University. All credential candidates must complete the final assignment of student teaching in a California public school under the jurisdiction of Pepperdine University.

- j) All credential 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 four TPA tasks completed during the program sequence.
- 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 Credential Program in writing, and that readmission is not automatic.
- l) 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 that 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 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	

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 Professional Clear Administrative Services Credential (PRAC):

- k) I must have completed a master’s or higher degree from a regionally accredited college or university;
- l) 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, to be admitted to the PRAC program, and I must serve in that capacity for at least two years to be recommended to CCTC for PRAC;
- n) I must select a mentor from my school or district to guide me through the process of completing my PRAC course work;
- o) I must design an induction plan in EDEL 722 that determines the course sequence of my PRAC program (non-ELAP students only);
- p) I must successfully pass an exit interview in EDEL 723 to complete the PRAC program (non-ELAP students only).

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 TYPE THE INFORMATION IN THE FOLLOWING 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 School of Education and Psychology in the field of educational administration. This program requires the consent of the principal or supervising administrator for the applicant to perform administrative field work.

The California Commission on Teacher Credentialing requires administrative field work experiences to be conducted under the guidance, supervision, and evaluation of the site administrator possessing an administrative services credential as well as a University advisor.

The purpose of this form is to confirm (1) the applicant's experience and assignment, and (2) the administrator's willingness to plan with, supervise, counsel, and evaluate this applicant.

ASSIGNMENT:

The above-named applicant has a regular full-time teaching assignment in this school: Yes No *(if no, complete next part)*

The applicant is assigned in another capacity other than as a full-time regular teacher:

Indicate assignment (Examples: Title I or ESL Coordinator, Nurse, Librarian, Bilingual Advisor, Reading or Math Lab Teacher):

Assignment: _____

TIME AVAILABLE FOR FIELD WORK:

The time the applicant will have to conduct administrative field work assignments will be as indicated *(check all appropriate)*.

Before/After school Conference period Released/Other time *(please indicate)*:

APPLICANT'S POTENTIAL AS A SCHOOL ADMINISTRATOR (PLEASE COMMENT):

SUPERVISING ADMINISTRATOR'S CONSENT:

As the supervising administrator, are you willing to commit the time required to work with the applicant to jointly develop a field work plan, supervise, and evaluate the applicant's field work activities? Yes No

Comment: _____

Name of Supervising Administrator <i>(Please Print or Type)</i>	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) 568-5622.

WORK EXPERIENCE AND COMMITMENT

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

APPLICANT: PRINT OR TYPE THE 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-time assignments in the K-12 setting. List your most recent experience first. For each assignment, provide a brief description of your responsibilities.

<i>Dates (from: month/year to: month/year)</i>	School or Location	
Principal or Supervisor	Title	Assignment
Brief Description of Responsibilities		

<i>Dates (from: month/year to: month/year)</i>	School or Location	
Principal or Supervisor	Title	Assignment
Brief Description of Responsibilities		

<i>Dates (from: month/year to: month/year)</i>	School or Location	
Principal or Supervisor	Title	Assignment
Brief Description of Responsibilities		

<i>Dates (from: month/year to: month/year)</i>	School or Location	
Principal or Supervisor	Title	Assignment
Brief Description of Responsibilities		

I hereby commit to spend two (2) full days during the year to visit exemplary schools, shadow administrators, or attend conferences, to be followed by reports of my observations.

Signature Date

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RESEARCH EXPERIENCE

Please mark the category and subcategory that best describe your previous research experience:

- Published or in press in a professional publication: First author 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)*:
 - Direct contact with participants *(e.g., administration of tests, interviewing)*
 - Data analysis
 - Administrative coordination

- Research Assistant *(minimum of six months involvement)*:
 - Data entry
 - Library research
 - Copying / phoning

- Other:

- 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

PEPPERDINE UNIVERSITY
Graduate School of Education and Psychology

Office of Admissions
6100 Center Drive • Los Angeles, CA 90045
Phone: (310) 568-5600
<http://gsep.pepperdine.edu>