



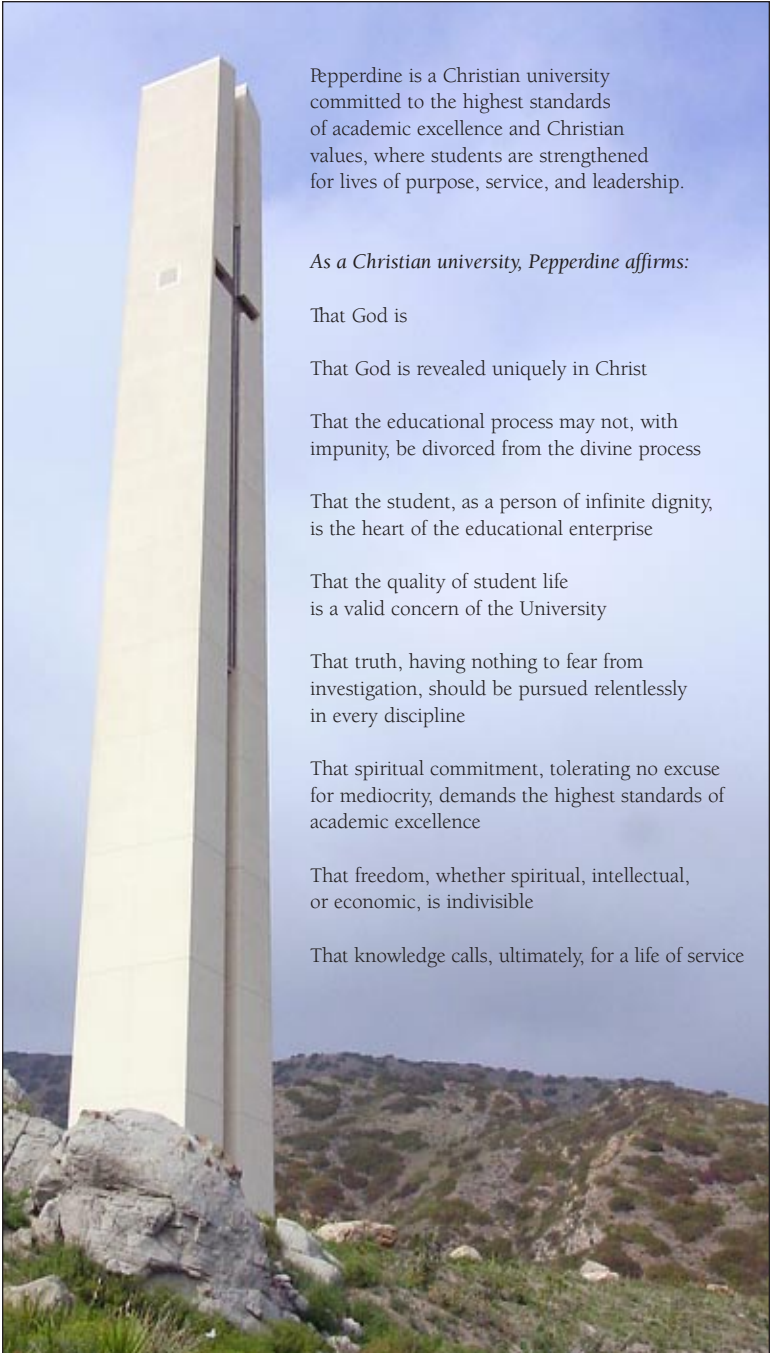
PEPPERDINE UNIVERSITY  
Graduate School of Education and Psychology

2008–2009  
Academic Catalog

**For More Information**

Requests for further information should be addressed to:

Pepperdine University  
Graduate School of Education and Psychology  
6100 Center Drive  
Los Angeles, California 90045  
Telephone: (310) 568-5600  
[www.gsep.pepperdine.edu](http://www.gsep.pepperdine.edu)



Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.

*As a Christian university, Pepperdine affirms:*

That God is

That God is revealed uniquely in Christ

That the educational process may not, with impunity, be divorced from the divine process

That the student, as a person of infinite dignity, is the heart of the educational enterprise

That the quality of student life is a valid concern of the University

That truth, having nothing to fear from investigation, should be pursued relentlessly in every discipline

That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence

That freedom, whether spiritual, intellectual, or economic, is indivisible

That knowledge calls, ultimately, for a life of service

# CONTENTS

|   |     |
|---|-----|
| Academic Calendar .....   | 4   |
| President's Message .....   | 6   |
| Dean's Message .....  | 7   |
| General Information .....   | 9   |
| Graduate School of Education and Psychology   |     |
| General Information .....   | 12  |
| Campus Locations and Maps .....   | 15  |
| Admission Information .....   | 21  |
| Financial Information .....   | 27  |
| Student Services .....  | 41  |
| Academic Policies .....   | 55  |
| Academic Programs .....   | 67  |
| Academic Programs Offered .....   | 68  |
| Master of Arts in Education .....   | 70  |
| Combined Master of Arts in Education/Teaching Credential .....  | 79  |
| Master of Arts in Educational Technology (Online) .....   | 89  |
| Educational Leadership Academy .....  | 93  |
| Doctor of Education (overview) .....  | 97  |
| Professional Clear Administrative Services Credential .....   | 99  |
| Doctor of Education in Educational Leadership,<br>Administration, and Policy .....                              | 100 |
| Doctor of Education in Educational Technology .....   | 106 |
| Doctor of Education in Organization Change .....  | 112 |
| Doctor of Education in Organizational Leadership .....  | 118 |
| Master of Arts in Psychology .....  | 124 |
| Master of Arts in Clinical Psychology with an Emphasis<br>in Marriage and Family Therapy (Daytime Format) ..... | 129 |
| Master of Arts in Clinical Psychology with an Emphasis<br>in Marriage and Family Therapy (Evening Format) ..... | 134 |
| Doctor of Psychology .....  | 141 |
| Legal Notices .....   | 157 |
| Administration and Faculty .....  | 181 |
| Index .....   | 223 |
| University Phone Directory .....  | 228 |

**GRADUATE SCHOOL OF EDUCATION  
AND PSYCHOLOGY  
2008–2009 ACADEMIC CALENDAR**

**Fall 2008**

|           |          |   |
|-----------|----------|---|
| Monday    | Sept. 1  | Labor Day Holiday   |
| Tuesday   | Sept. 2  | Classes begin for Fall term;<br>late registration fee and withdrawal fees apply |
| Tuesday   | Sept. 2– | Add/drop period   |
| Monday    | Sept. 8  |   |
| Tuesday   | Sept. 9  | Tuition due; refund schedule applies  |
| Tuesday   | Sept. 30 | MA students: Intent to Graduate form and<br>Graduation fee due for Fall 2008    |
| Friday    | Oct. 10  | Second tuition installment due for Fall 2008 payment plan                       |
| Wednesday | Oct. 15  | Additional degree-posting date for Psy.D.<br>and Ed.D. students*                |
| Friday    | Oct. 31  | Last day to withdraw with grade of “W”  |
| Monday    | Nov. 10  | Third tuition installment due for Fall 2008 payment plan                        |
| Thursday  | Nov. 27– | Thanksgiving holiday  |
| Friday    | Nov. 28  |   |
| Friday    | Dec. 12  | Last day of Fall term   |
| Saturday  | Dec. 13– | Term break  |
| Friday    | Jan. 2   |   |

**Spring 2009**

|           |          |   |
|-----------|----------|---|
| Monday    | Jan. 5   | Classes begin for Spring term;<br>late registration fee and withdrawal fees apply |
| Monday    | Jan. 5–  | Add/drop period   |
| Friday    | Jan. 9   |   |
| Saturday  | Jan. 10  | Tuition due; refund schedule applies  |
| Monday    | Jan. 19  | Martin Luther King Day holiday  |
| Saturday  | Jan. 31  | MA students: Intent to Graduate form and<br>Graduation fee due for Spring 2009    |
| Tuesday   | Feb. 10  | Second tuition installment due for Spring 2009<br>payment plan                    |
| Friday    | Mar. 6   | Last day to withdraw with grade of “W”  |
| Tuesday   | Mar. 10  | Third tuition installment due for Spring 2009<br>payment plan                     |
| Wednesday | Apr. 15  | Priority application deadline for 2009–2010 financial aid                         |
| Friday    | Apr. 17  | Last day of Spring term   |
| Saturday  | Apr. 18– | Term break  |
| Sunday    | May 3    |   |

**Summer 2009***Administrative dates for all programs*

|           |         |   |
|-----------|---------|---|
| Monday    | May 4   | Late registration fee and withdrawal fees apply                             |
| Monday    | May 25  | Memorial Day holiday  |
| Saturday  | May 30  | MA students: Intent to Graduate form and Graduation fee due for Summer 2009 |
| Wednesday | June 10 | Second tuition installment due for Summer 2009 payment plan                 |
| Friday    | July 3  | Independence Day holiday  |
| Friday    | July 10 | Third installment due for Summer 2009 payment plan                          |

*Class dates for Education programs*

|          |         |  |
|----------|---------|--|
| Monday   | May 4   | Classes begin for Summer term              |
| Monday   | May 4–  | Add/drop period                            |
| Friday   | May 8   |  |
| Saturday | May 9   | Tuition due; refund schedule applies       |
| Friday   | June 12 | Last day to withdraw with grade of "W"     |
| Saturday | June 20 | Graduation ceremony for Education programs |
| Friday   | July 24 | Last day of Summer term                    |
| Saturday | July 25 | Degree posting date for Education students |

*Class dates for Psychology programs*Session I

|          |         |   |
|----------|---------|---|
| Monday   | May 4   | Classes begin for Summer session I                |
| Monday   | May 4–  | Add/drop period                                   |
| Friday   | May 8   |   |
| Saturday | May 9   | Tuition due; refund schedule applies              |
| Saturday | May 23  | Graduation ceremony for Psychology programs       |
| Friday   | June 5  | Last day to withdraw with grade of "W"            |
| Friday   | June 19 | First degree posting date for Psychology students |
| Friday   | June 19 | Last day of Summer session I                      |
| Saturday | June 20 | Session I break                                   |

Session II

|          |         |  |
|----------|---------|--|
| Monday   | June 22 | Classes begin for Summer session II                |
| Monday   | June 22 | Add/drop period                                    |
| Friday   | June 26 |  |
| Saturday | June 27 | Tuition due; refund schedule applies               |
| Friday   | July 24 | Last day to withdraw with grade of "W"             |
| Friday   | Aug. 7  | Second degree posting date for Psychology students |
| Friday   | Aug. 7  | Last day of Summer session II                      |

*\*Graduation is official after the application for degree has been filed and the degree has been posted on the transcript. Degrees are posted at the end of each term. Graduation ceremonies for the education division and for the psychology division are conducted separately once a year.*



## President's Message

Beginning in 1937, when an experienced and dedicated faculty was gathered for the school's first year, Pepperdine University has maintained a long and rich heritage of academic excellence. Today we continue that tradition as we apply ourselves to an important goal, strengthening our emphasis on scholarship and culture. We are interested in seeing that each member of the faculty is encouraged to rise among his or her peers in scholarship and to advance thinking within that chosen discipline.

As we focus on scholarship, we do not for a moment remove our attention from what we believe is the central task of education: teaching. Though some institutions may agonize over the problem, for Pepperdine the issue is not teaching or research—it is nationally recognized scholarship in support of excellent teaching.

We understand that you, as a student, want and need training for a successful career in life. That is a “given.” But Pepperdine also believes it is important that we help you to become an enlightened, civil, and cultured citizen. In addition to your major academic concentration and perhaps familiarity with other disciplines, it is important to celebrate music, drama, literature, poetry, and art. We hope you will be in daily contact with these expressions of the human spirit.

A number of distinguished scholars have observed the weakening of our culture. In 2000, the eminent Jacques Barzun, former professor and provost of Columbia University, released his opus, *From Dawn to Decadence*. The title seems to speak volumes. It is certainly not impossible to wake up one day and realize that we have become a nation of highly trained (and perhaps even highly paid) barbarians. But at Pepperdine, we believe that higher education has a duty to preserve those things that are timeless and that ennoble humanity.

Welcome to a University that cares deeply about the past, present, and future. We honor the past, live and serve in the present, and plan for a bright future. We also commend to you the life of the mind, the life of the spirit, and the life of community.

**Andrew K. Benton**

*President*



## Dean's Message

Your graduate school experience is one of the most important, inspiring journeys you will ever make.

As a student at Pepperdine's Graduate School of Education and Psychology (GSEP), you have joined a close-knit, deeply collaborative learning community serving as a catalyst for social change and innovation. Your experience with GSEP will be an exciting time of intellectual and personal growth.

As John Quincy Adams said, "If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

Your journey with Pepperdine will prepare you to lead and inspire you to excel. You will learn not only theory but, more importantly, how to apply that knowledge to real-world situations. You will enhance your leadership abilities, develop problem-solving skills through teamwork, and examine the moral and ethical dimensions of learning, serving, and living.

Interaction among students and faculty is a crucial element of the journey. The faculty of the Graduate School of Education and Psychology are globally distinguished scholars, researchers, and published authors with first-hand experience influencing and leading change and development. They are personally interested in your academic success and career advancement, and are committed to excellence and service as role models and mentors.

We take great pride in the success of our graduates as they fulfill their hopes and dreams and make a real difference to individuals and communities. Whatever your goal, wherever you go, we look forward to being part of the journey.

**Margaret J. Weber**

*Dean, Graduate School of Education and Psychology*







# GENERAL INFORMATION

## History of the University

Pepperdine University is an independent, medium-sized university enrolling approximately 7,600 students in five colleges and schools. Seaver College, the School of Law, the Graduate School of Education and Psychology, the Graziadio School of Business and Management, and the School of Public Policy are located on the University's 830-acre campus overlooking the Pacific Ocean in Malibu. Courses are taught in Malibu; at six graduate campuses in Southern California; and at international campuses in Germany, England, Italy, and Argentina.

The University was founded in 1937 by Mr. George Pepperdine, a Christian businessman who started the Western Auto Supply Company. For the first thirty years of its life, the institution was a small, mostly undergraduate college. University status was achieved in 1970 as the institution added graduate and professional schools. In 1972, the University opened its new campus at Malibu.

Pepperdine University is religiously affiliated with the Churches of Christ, of which Mr. Pepperdine was a lifelong member. Faculty, administrators, and members of the Board of Regents represent many religious backgrounds, and students of all races and faiths are welcomed. It is the purpose of Pepperdine University to pursue the very highest academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith.

## Colleges and Schools of the University

**The Graduate School of Education and Psychology** enrolls approximately 1,850 students. With its main campus located in West Los Angeles, the graduate school also offers select programs at graduate campuses in Malibu, Irvine, Encino, and Westlake Village, as well as online. The Graduate School of Education and Psychology offers a total of ten master's and doctoral programs in education and psychology, all of which are founded on the theoretical understanding of service through leadership. The education programs prepare teachers to serve as leaders in technological innovation and collaborative learning environments as well as train administrators to create vision and manage change in business, health, and other social service professions. Students in the psychology programs are educated in the current and emerging human service fields, including clinical psychology and marriage and family therapy. Emphasis is placed on the practitioner-scholar model of learning, highlighted by discovery, and clinical application. In conjunction with an excellent professional education, students are provided personal attention in a Christian, values-centered context.

**Seaver College** is the University's residential college of letters, arts, and sciences, enrolling approximately 3,100 undergraduate and graduate students who are expected to maintain the highest standards of academic excellence and personal conduct. An interdisciplinary curriculum requires each student to develop as a broadly educated person. The bachelor's degree is offered in 38 fields of study, and the master's degree is offered in 7 areas.

**The George L. Graziadio School of Business and Management** is one of the nation's largest graduate business schools accredited by the Association to Advance Collegiate Schools of Business (AACSB International) and enrolls approximately 2,000 students in its full- and part-time programs. Founded in 1969, the school is named for its benefactor, the co-founder and former CEO of Imperial Bancorp, George L. Graziadio. Its mission is to develop values-centered leaders for contemporary business practice. Degrees granted by the Graziadio School include the Master of Business Administration (MBA) for full time students, working professionals, and high-level executives; the International Master of Business Administration (IMBA); the Master of Science in Organization Development (MSOD); and the undergraduate Bachelor of Science in Management (BSM). Special programs include a joint BSM and MBA program, joint degrees with Pepperdine University's School of Law (JD/MBA) and School of Public Policy (MBA/MPP), and nondegree executive education programs that can be customized to meet an organization's specific learning needs. Degree programs are offered at the Graziadio School's headquarters located in West Los Angeles; the Drescher Graduate Campus in Malibu; and additional campuses located throughout Southern California including Encino, Irvine, Long Beach, Pasadena, and Westlake Village. The Executive MBA program also is available in Northern California.

**The School of Law** provides an excellent legal education within a values-centered context. One of the most rapidly developing law schools in the country, it is fully approved by the American Bar Association and holds membership in the Association of American Law Schools. It has a limited enrollment of about 635 full time students who come from across the nation and around the world to study law in a unique, supportive environment. Among its newest degree offerings are the LLM in Dispute Resolution, administered by the School of Law's internationally acclaimed Straus Institute for Dispute Resolution, and the Juris Doctor/Master of Divinity, in conjunction with Seaver College. Other joint degree programs include the JD/MBA, JD/MPP, and JD/MDR. It has a fall semester and summer session in London, where students may study international law in one of Europe's most exciting cities. The School of Law is also home to the newly created Institute on Law, Religion, and Ethics and the Center for Entrepreneurship and Technology Law.

**The School of Public Policy** (SPP) offers a Master of Public Policy (MPP) degree built on a distinctive philosophy of nurturing leaders to use the tools of analysis and policy design to effect successful implementation and real change. This requires critical insights balanced with personal moral certainties that only a broad exposure to great ideas, courageous thinkers, and extraordinary leaders can encourage. It prepares graduates for careers as leaders and seeks also to strengthen the institutions which lie between the federal government and the individual, including the family, religious organizations, volunteer associations, local and regional government, and nonprofit organizations. Joint degree programs include the MPP/JD degree and the MPP/MDR degree in conjunction with the School of Law and the MPP/MBA degree in conjunction with the George L. Graziadio School of Business and Management. The Davenport Institute, the research and special program division of SPP, is dedicated to addressing current issues through major conferences, seminars, and published research.

## THE GRADUATE SCHOOL OF EDUCATION AND PSYCHOLOGY GENERAL INFORMATION

### History and Mission of the Graduate School of Education and Psychology

From the University's beginning, the discipline of education has played a prominent role in the academic program of the institution. With the growing emphasis on improving educational techniques in the public and private school systems statewide, Pepperdine University met increasing demands for leadership and transformed its existing Department of Education into a professional School of Education. The school was formally established on January 1, 1971.

In 1951, a master's degree in psychology was offered for the first time, becoming the genesis of what eventually evolved into the Division of Psychology in the School of Professional Studies. In January 1981, after the decision to phase out the School of Professional Studies was made, the Division of Psychology became part of the Graduate School of Education. In March 1982, the Graduate School of Education officially changed its name to the Graduate School of Education and Psychology.

### Mission

Pepperdine's Graduate School of Education and Psychology is an innovative learning community where faculty, staff, and students of diverse cultures and perspectives work collaboratively to foster academic excellence, social purpose, meaningful service, and personal fulfillment.

As a graduate school within a Christian university, Pepperdine's Graduate School of Education and Psychology endeavors to educate and motivate students to assume leadership roles in professions that improve and enrich the lives of individuals, families, and communities.

The Graduate School of Education and Psychology embraces human diversity—which we believe to be the natural expression of God's creation—in our work to advance learning and service. GSEP advances, sustains, and advocates for multicultural proficiency.

The strategies for accomplishing this mission are:

- Promoting discourse that values each member's background, experiences, and perspective;
- Recruiting, retaining, and advancing diverse students, staff, and faculty;
- Developing curricular models for practice in educational and psychological environments; and
- Reaching out to broader communities to promote understanding and facilitate solutions to diversity challenges.

Our spirit, energy, and actions will be an inspiration to education and psychology communities.

## **Our Expressed Values**

- Student-centered learning
- Scholar-practitioners
- Communities of practice that foster lifelong learning
- Academic freedom and shared governance
- Quality educational programs that anticipate and proactively react to the marketplace
- Innovation as a continuous part of the educational process
- Balance between personal and professional lives
- Integration of faith and learning
- Social responsibility and justice
- Integrity and ethical standards of conduct
- A diverse culture that is compassionate, caring, and respectful for the dignity of all in the community

## Center for the Family

Founded in 1996 the Center for the Family is a Christian institute that is committed to promoting positive relationships and strengthening the bonds that hold families together. The main emphasis of the center is to teach marriage, parenting, and family relationship skills while also equipping others to conduct these workshops. The center's staff of licensed therapists and family life educators offer on-site trainings and seminars at their Malibu, California-based location and at churches, schools, and other locations nationwide. In addition to the center's staff, the Center for the Family features a speakers bureau, which includes notable speakers and relationship experts who are available for speaking engagements.

## Counseling Clinics

Pepperdine University's Graduate School of Education and Psychology maintains three on-campus counseling centers, which offer support to Pepperdine personnel as well as the surrounding communities. In addition, psychology students also offer community counseling services at the Los Angeles Union Rescue Mission as a part of the school's prestigious Conrad N. Hilton Foundation grant. The Pepperdine University Community Counseling Clinic is housed at the Irvine Graduate Campus and at the Encino Graduate Campus. The Pepperdine University Psychological and Educational Clinic is located at the West Los Angeles Graduate Campus. The clinics are staffed by Pepperdine master's- or doctoral-level psychology graduate student-therapists who are trained and supervised by licensed psychologists. Each clinic offers a wide range of high quality, affordable psychological services to individuals of all ages and backgrounds, as well as couples and families. Evaluations and therapy plans are specifically tailored for each individual client. Please see the Phone Directory section of this catalog for information on how to contact the clinic staff at the Irvine, Encino, or West Los Angeles locations.

## Graduate Campuses

The Graduate School of Education and Psychology is headquartered at the West Los Angeles Graduate Campus. The West Los Angeles Campus houses classrooms, faculty and administrative offices, a library, academic computing facilities, a bookstore, the Multimedia Center, and the Psychological and Educational Clinic.

Additional facilities are available at the University's graduate campuses in Malibu, Irvine, Encino, and Westlake Village. These locations house classrooms, faculty offices, academic computing facilities, and libraries. Students attend classes at the following locations:

**West Los Angeles  
Graduate Campus**  
6100 Center Drive  
Los Angeles, CA 90045  
(310) 568-5600

**Encino Graduate Campus**  
16830 Ventura Boulevard, Suite 200  
Encino, California 91436  
(818) 501-1600

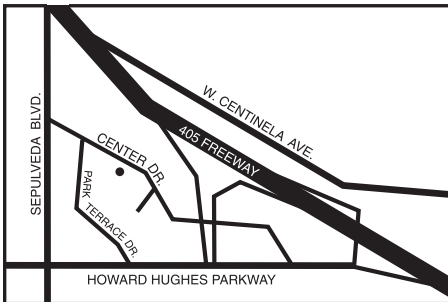
**Westlake Village  
Graduate Campus**  
2829 Townsgate Road, Suite 180  
Westlake Village, California 91361  
(805) 449-1181

**Drescher Graduate Campus**  
24255 Pacific Coast Highway  
Malibu, California 90263  
(310) 506-4608

**Irvine Graduate Campus**  
18111 Von Karman Avenue  
Irvine, California 92612  
(949) 223-2500

## Campus Locations and Maps

The Graduate School of Education and Psychology is headquartered at the West Los Angeles Graduate Campus.



**West Los Angeles  
Graduate Campus**  
6100 Center Drive  
Los Angeles, CA 90045  
(310) 568-5600

*From the north:*

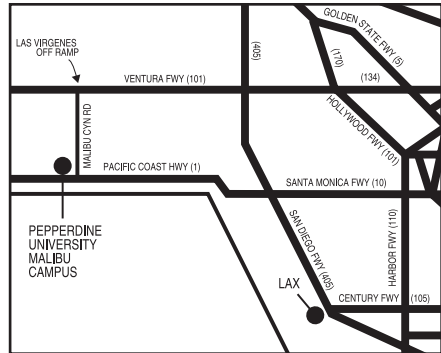
Go south on the San Diego Freeway (405) and exit at Howard Hughes Parkway. From Howard Hughes Parkway, turn right onto Park Terrace Drive. Enter the parking structure from Park Terrace Drive. The entrance to the building is through the courtyard located on the street level. The Graduate School of Education and Psychology is located on the fifth floor.

*From the south:*

Go north on the San Diego Freeway (405) and exit at Howard Hughes Parkway. From Howard Hughes Parkway, turn right onto Park Terrace Drive. Enter the parking structure from Park Terrace Drive. The entrance to the building is through the courtyard located on the street level. The Graduate School of Education and Psychology is located on the fifth floor.

## Pepperdine University (Malibu Campus) and Drescher Graduate Campus

24255 Pacific Coast Highway  
Malibu, CA 902632  
(310) 506-4608



The main University campus is located at Pacific Coast Highway and Malibu Canyon Road. The Graduate School of Education and Psychology is situated on the Drescher Graduate Campus overlooking the main campus.

### *From Los Angeles and points south:*

Take the Santa Monica Freeway (10) west to Pacific Coast Highway (1) and proceed north to Malibu Canyon Road. Turn right and proceed to the Seaver Drive campus entrance. Continue on Seaver Drive, which will turn into Huntsinger circle, until you reach Via Pacifica; turn right and proceed up the hill to the Drescher Graduate Campus.

### *From the San Fernando Valley:*

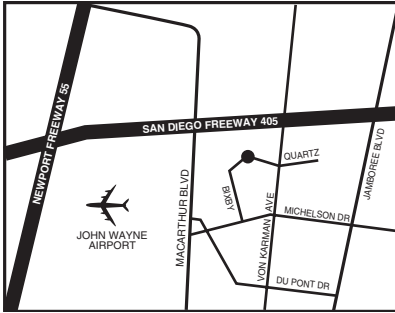
Take the Ventura Freeway (101) to the Las Virgenes exit, Malibu Canyon Road, and proceed south toward Pacific Coast Highway. The Seaver Drive campus entrance is on the right just before Pacific Coast Highway. Continue on Seaver Drive, which will turn into Huntsinger circle, until you reach Via Pacifica; turn right and proceed up the hill to the Drescher Graduate Campus.



### *From Ventura and points north:*

Take Pacific Coast Highway to Malibu Canyon Road, turn left on Malibu Canyon Road, and the Seaver Drive campus entrance is on the left. Continue on Seaver Drive, which will turn into Huntsinger circle, until you reach Via Pacifica; turn right and proceed up the hill to the Drescher Graduate Campus.





### Irvine Graduate Campus

18111 Von Karman Avenue

Irvine, CA 92612

(949) 223-2500

The Irvine Graduate Campus is located in Orange County just east of the John Wayne Orange County Airport, at the intersection of Von Karman and the southbound San Diego Freeway (405). The center is on the second, third, and fourth floors of the Lakeshore Towers Building III in the Lakeshore Business Complex. Parking is provided in the adjacent seven-level structure.



#### *From all points north:*

Take the San Diego Freeway (405) south, exit at MacArthur Boulevard, and turn left. Turn left at the first light, which is Michelson. Turn left at Bixby; continue on this street to the stop sign, and turn right. The entrance to the parking structure is 200 feet on the right.

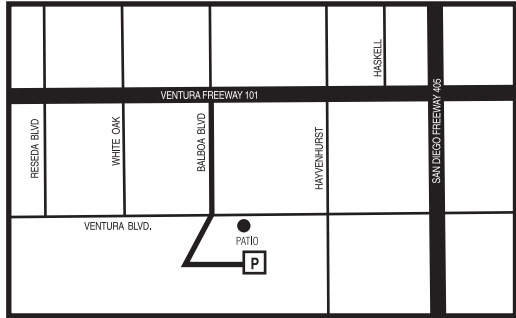
#### *From all points south:*

Take the San Diego Freeway (405) north, exit at Jamboree, and turn left. Turn right at the first light, which is Michelson. Turn right at Von Karman; immediately get into the center left turn lane. Turn left on Quartz, the entrance to the Lakeshore Towers

Business Complex. Stay to the right at the fork in the road, make a left turn at the stop sign, and continue on to the parking structure entrance on the left.

### Encino Graduate Campus

16830 Ventura Blvd.,  
Suite 200  
Encino, CA 91436  
(818) 501-1600

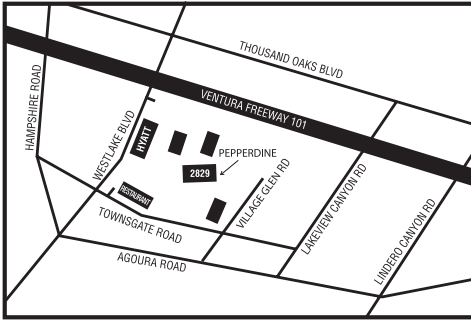


The Encino Graduate Campus in the San Fernando Valley is two miles west of the San Diego Freeway (405) and one mile south of the Ventura Freeway (101). The Pepperdine graduate campus is on the southeast corner of Balboa Boulevard and Ventura Boulevard.

Exit the Ventura Freeway (101) at Balboa Boulevard and drive south three-quarters of a mile. Cross Ventura Boulevard and make an immediate left into the driveway and parking garage.

Pass through the patio to the lobby and take the elevator to the second floor. Bring your parking ticket to be validated for a reduced fee.





### Westlake Village Graduate Campus

2829 Townsgate Road,  
Suite 180  
Westlake Village, CA 91361  
(805) 449-1181



The Westlake Village Graduate Campus is located one block south of the Ventura Freeway (101), off Westlake Boulevard on Downstage Road.

Exit the Ventura Freeway (101) at Westlake Boulevard. Proceed on Westlake Boulevard south to Townsgate Road. Turn left onto Townsgate Road.

The first stoplight is Village Glen. Make a left turn Village Glen into the parking area.

The Westlake Village Graduate Campus is located in the first three-story building on the left. Pepperdine University is displayed at the top of the 2829 building. Pepperdine is on the ground floor, suite 180; it is the first door on the left after entering the building. Parking is free.





ADMISSION

INFORMATION

## Introduction

Pepperdine University seeks students possessing distinctive academic promise, high standards of personal conduct, and a sense of professionalism. Students seeking admission to a master's degree program must have completed a bachelor's degree from an accredited college or university prior to the time of graduate matriculation. Admission to doctoral programs requires completion of a master's degree from an accredited college or university. Only those applicants who show substantial promise of successfully completing the graduate course of study are accepted. The applicant's academic record and relevant personal data are considered.

Students are advised that the decision of admission is contingent upon the truthfulness of the information contained in the application materials submitted by the student or persons of their choice, including letters of recommendation. Discovery of false information subsequent to admission is, at the University's discretion, grounds for withdrawal of the offer of admission or for immediate dismissal at any point in the student's course of study. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

## Admission Policies

### Filing Deadlines

To assure proper processing of files and timely notification of decision to the applicant, applications for admission must be received by the deadlines listed in the 2008–2009 Application for Admission.

### Limitations

Admission to Pepperdine University is valid only for the term indicated on the letter of admission. An admitted student who desires to enter the University in a term other than the one indicated in the admission letter must submit a request in writing to the GSEP Admission Office. A student need not submit a new Application for Admission unless two years have elapsed since the previous application or additional academic work has been completed.

### Readmission

Students who have been continuously absent for two or more terms must file a petition for readmission with the GSEP Admission Office. If readmitted, students are required to comply with current program requirements. Students who have been absent for more than two calendar years are required to file a new application with the GSEP Admission Office, pay the regular application fee, and be considered for admission based upon current admission standards. The readmission applicants will be notified promptly after a decision has been made. All students who are readmitted are responsible for clearing their accounts before being permitted to register. If returning students wish to change their original degree objective, they must file a new application with the GSEP admission Office and pay the regular application fee.

## **Admission of International Students**

Since its founding, Pepperdine University has welcomed students from the international community. More than 500 international students from 70 countries are enrolled at the University.

International applicants whose native language is not English must submit a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Applicants taking the computer-based TOEFL must have a minimum score of 220. Information concerning the availability of this test in foreign countries may be obtained by contacting TOEFL, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541, USA. All international applicants are required to submit certified transcripts, in English, including a calculated grade point average that has been evaluated by a credentials service such as the International Education Research Foundation (IERF) at [www.ierf.org](http://www.ierf.org) or the World Education Services, Inc., at [www.wes.org](http://www.wes.org). International applicants must also complete the International Student Data form in the Application for Admission packet and submit it to the GSEP Admission Office.

To obtain further information for international students, applicants may write to the Office of International Student Services, Pepperdine University, 24255 Pacific Coast Highway, Malibu, CA 90263-4246, USA; call (310) 506-4246; or visit <http://seaver.pepperdine.edu/Admission/oiss>.

## **Admission of Veterans**

Veterans who seek admission should follow the regular admission policies and should also contact the Office of Student Information and Services in Malibu. This should be done as early as possible to expedite handling of applicant forms and admission counseling. Applicants must be fully admitted before receiving benefits. Veterans are advised to consult "Information for Veterans" in the Legal Notices section of this catalog.

## **Admission of Pepperdine University Graduates**

Applicants who previously have earned a degree at Pepperdine University are not required to request and pay for transcripts from the University. This service will be provided automatically by the Admission Office.

# **Admission Requirements and Application Procedures**

The Application for Admission contains complete instructions and all appropriate forms for properly completing the application for admission process. Applications may be obtained from, and must be submitted to, the Graduate School of Education and Psychology Admission Office. This office will inform the applicant of the status of the application, but it is the applicant's responsibility to be certain that all necessary documents are on file.

Please refer to the Academic Programs section of this catalog for the specific admission requirements for each program.

## Admission Process

Applications are evaluated only after all the necessary information and materials have been received by the Admission Office. Completed files are processed and evaluated by the admissions committee. Applicants to most programs are notified of the admission decision by mail, usually within four weeks of receipt of transcripts and completion of the file. Full consideration cannot be assured to applicants who fail to meet application deadlines. In addition to the required documentation for completion of the application file, admission to the master's programs may utilize interviews for admission decisions. The doctoral programs utilize interviews and on-site writing samples for admission decisions.

## Admission Classification

Admission to other than regular status is not synonymous with admission to a degree program, and permission to enroll does not imply that the student is, or will be, automatically guaranteed the right to continue in a degree program. Students are classified into groups on the basis of their academic preparation and degree objectives.

**Regular Status**—For admission to regular status, applicants must fulfill all admission requirements and be fully admitted into a specific program.

**Provisional Status**—At the University's discretion, a limited number of students whose academic backgrounds do not meet the academic standards required for eligibility for regular status, but who give evidence of ability to pursue graduate work in a particular field, may be admitted with provisional status. Over a period of no more than two terms, students who are admitted on provisional status must enroll in a minimum of six semester units that require a letter grade. A grade of "B" (3.0) or higher must be earned in all classes taken and approval granted by the Program Committee before the student may be admitted to regular status. Students on provisional status who do not earn a grade "B" or higher in all classes taken are subject to dismissal from the program.

**Credential Candidate Status**—Students who are admitted into credential programs are not automatically admitted into programs leading to a degree. If a degree is to be coupled with a credential, students must also apply for entrance into the appropriate degree program and must satisfy requirements for entrance into that program.

**Nondegree Status**—Students may be admitted, with permission, to nondegree status if they do not wish to pursue a degree or credential but intend to have credits received from the University transferred elsewhere or desire to take courses for personal enrichment only. Course work taken as a nondegree student is not applied to degree programs at the University. No amount of course work taken while in nondegree status will assure a student of admission.



**Unclassified Status**—In selected programs, students who, for valid reasons, cannot complete the application file before registration may be granted permission to enroll as unclassified. In all cases, the applicant must furnish documentary evidence of satisfactory academic standing at the last institution attended. Students granted permission may enroll unclassified for only one term. Unclassified students are not eligible for financial aid. It is the applicant's responsibility to make certain that the application file is completed within 60 days from the beginning of the first term. No amount of credit taken with unclassified status assures a student of regular or provisional admission. It is imperative, therefore, that unclassified students complete their files to apply for regular status by the published deadline.

## Transfer of Graduate Credit

Upon approval, students at the master's level may transfer as many as six semester units of previous graduate-level course work to meet the requirements for the program, provided the transfer credit meets all equivalency requirements. Education doctoral students may transfer up to eight semester units of doctoral-level courses. Psychology doctoral students may transfer up to nine semester units. These units may be earned at Pepperdine University as well as at other accredited colleges and universities. Continuing education units are not acceptable for transfer credit. Courses to be transferred for master's, doctoral, or credential programs must have been taken within the last seven years, and the student must have earned a grade of "B" (3.0) or better in each course.

To transfer courses, the applicant must complete a Transfer Credit Petition form indicating courses the applicant wishes to transfer as part of the admission process. This form, accompanied by course descriptions and syllabi from the institution where the courses were taken, must be submitted to the Student Services Advisor for evaluation. Applicants will be notified in writing concerning the decision. Students are expected to complete all course work at Pepperdine University. In order for special circumstances and exceptions to be considered, the student must receive advance approval from the Associate Dean.





# FINANCIAL INFORMATION

## Introduction

Tuition and fees cover only a portion of the total cost of educating a student. Since Pepperdine University is a private, independent institution that does not receive operating support from public funds, it relies upon gifts from concerned friends and income from endowments to provide both operational and capital funds not paid by student charges.

## Current Charges

The following charges are for periods beginning in August 2008. Pepperdine University reserves the right to adjust the charges at any time before the charges are incurred by the student. Due to economic conditions, it is expected that charges will increase in future academic years.

### Tuition and Nonrefundable Fees

Application for Admission fee ..... \$55

#### Education Programs

Tuition, per unit:

Master's-level courses ..... \$890

Doctoral-level courses ..... \$1,115

Tuition, per term:

M.A. in Educational Technology (OMET) ..... \$7,715

OMET Summer 2009 (new students) ..... \$3,560

Doctor of Education in Organization Change ..... \$10,990

#### Program Fees

Doctor of Education in Educational Technology TechCamp® ..... \$500

Doctor of Education in Organizational Leadership

Community Building Workshop ..... \$395

Doctor of Education in Organization Change Workshop:

Developing a High Performing Learning Community ..... \$600

Doctor of Education in Educational Leadership,

Administration, and Policy Leadership and Technology

Training for Educators (LATTE®) ..... \$350

MA in Educational Technology Virtcamp® fee ..... \$400

#### Psychology Programs

Tuition per unit:

Master's-level courses at graduate campuses ..... \$890

Master's-level courses at Malibu campus ..... \$1,115

Doctoral-level courses ..... \$1,115

Irvine Graduate Campus facilities fee per term ..... \$65

Graduation fee ..... \$65

Late registration fee ..... \$50

Withdrawal fee ..... \$150

Continuous registration fee, per course<sup>1</sup> ..... \$100

|   |         |
|---|---------|
| Challenge examination fee, per course .....                               | \$300   |
| Program change fee.....   | \$35    |
| Auditing fee, per course (not required of enrolled students) .....        | \$100   |
| (Auditing fee for EdD Organization Leadership travel is \$350.)           |         |
| Transcripts, per copy <sup>2</sup> .....                                  | \$5     |
| Late company reimbursement payment fee <sup>3</sup> (nonrefundable) ..... | \$50    |
| Finance charge <sup>4</sup> (per day).....                                | 10%/365 |
| Three-payment option service charge <sup>5</sup> (per term) .....         | \$15    |
| Returned check charges: .....   | \$25    |

1. For students enrolled in ED 792 or PSY 796
2. Students ordering a transcript by written request will be charged \$5. Students may call (800) 735-3243 to hear a recorded informational message for ordering transcripts.
3. Liquidated damages pursuant to Cal.Civ. Code §167-b, charged when the company reimbursement payment deadline is missed.
4. A 10%/365 per day delinquency charge (liquidated damages under Cal. Civ. Code 1671-b) is applicable to all delinquent balances. The imposition of such a delinquency charge does not constitute an agreement to forebear collection of the delinquent payment.
5. Students who are eligible for and choose to use the Three-Payment Option will be assessed a \$15 service charge per term. Due with first payment.

## Financial Policies

### Payment Policies

The student is responsible for the payment of any outstanding balance on his/her student account. All tuition charges are due by the first day after the add/drop period of the term unless the student is eligible for and has chosen one of the installment payment options listed in the following section. Students that register after the due date are required to pay at the time of registration. Registration and confirmation of class assignments are not complete until financial clearance is received, indicating full or partial payment in accordance with the payment policies described in this section.

The online student account serves as the official student “bill.” The account will be updated dynamically with every charge/credit posted to the student account. The amount due will be available by viewing the student account online and will reflect the charges, credits, amounts due and specific due dates for each. Students are responsible for viewing their student account online, for noting their account balance due and for making the appropriate arrangements for payment to be made by the due date.

The University will accept the following forms of payment in addition to financial aid and loans toward a student account balance: cash, checks (must be drawn on a U.S. bank in U.S. dollars), credit cards (Mastercard, American Express, and Discover) and wire payments (contact Student Accounts for information on where to send payment). Payments by check or credit card can be made online at <https://webapps.pepperdine.edu>.

In the event that the student fails to attend or leaves the University for any reason, the student must formally withdraw through the Student Services Advisor. Failure to complete this withdrawal process will result in continued obligation for tuition and other charges.

### Payment Options

The University offers several payment options for students to pay their tuition, room, and board charges.

#### Simple Payment Option

The balance of the student's account is due in full by the first day after the add/drop period of the term. Finance charges will accrue daily on each payment that is late.

#### Installment Payment Options (Two-Payment Option or Three-Payment Option)

If the student's account has not previously been in default, that student will be permitted to pay the charges for tuition, room, and board (when applicable) remaining, after deduction of any financial aid, in installments as described below.

Finance charges will be applicable to each installment payment that is late. The privilege of using one of the installment payment options will be revoked upon any installment payment becoming delinquent.

Students who do not comply with payment policies or who have previously been in collections will be required to pay all charges upon future registrations and advance registrations.

**Two-Payment Option**

Tuition, room, and board charges remaining after deduction of any financial aid are divided into two equal installments to be paid according to the following schedules. All other charges are due on or before the due date listed on the student's online account.

**Two-Payment Option Payment Due Dates****FALL TERM**

First Installment due: on first day after the add/drop period for the term.

Second Installment due: 30 days from first installment payment due date.

**SPRING TERM**

First Installment due: on first day after the add/drop period for the term.

Second Installment due: 30 days from first installment payment due date.

**SUMMER TERM**

First Installment due: on first day after the add/drop period for the term.

Second Installment due: 30 days from first installment payment due date.

**Three-Payment Option**

Tuition, room, and board charges remaining after deduction of any financial aid are divided into three equal installments to be paid according to the following schedule. All other charges are due on or before the due date listed on the student's online account. A nonrefundable \$15 service charge per term will be added to the student account and due with the first payment.

**Three-Payment Option Payment Due Dates****FALL TERM**

First Installment due: on first day after the add/drop period for the term.

Second Installment due: 30 days from first installment payment due date.

Third Installment due: 30 days from second installment payment due date.

**SPRING TERM**

First Installment due: on first day after the add/drop period for the term.

Second Installment due: 30 days from first installment payment due date.

Third Installment due: 30 days from second installment payment due date.

**SUMMER TERM**

First Installment due: on first day after the add/drop period for the term.

Second Installment due: 30 days from first installment payment due date.

Third Installment due: 30 days from second installment payment due date.

**Company Reimbursement Payment Option**

For students reimbursed for tuition by their employers, the University will allow a deferral of payment after deduction of any financial assistance. All financial aid funds are applied to tuition charges and fees first. Deferral of tuition charges and fees due to company reimbursement does not create excess funds. Funds cannot be released until all institutional charges are paid. If financial aid funds do not cover full tuition, the remaining balance can be deferred under the company reimbursement plan. The student is responsible for payment to the University of the deferred amount by the due date. Payment must be received by the GSEP Student Accounts Office on or before the due

dates to avoid a \$50 late payment fee and finance charges at 10%/365 per day on any delinquent balance.

Missing a deadline may revoke the privilege of using the Company Reimbursement Payment Option at future registrations. To qualify for this payment option, the student must fill out and return the Company Reimbursement Agreement form to the GSEP Student Accounts Office by the first day of the term. The Company Reimbursement Agreement form may be obtained by contacting the GSEP Student Accounts Office or downloading it from the Internet at: <http://gsep.pepperdine.edu/studentaccount>.

If the Company Reimbursement Payment Option has been used in the past and a form is on file, this form will remain active through the completion of the degree unless the student changes place of employment, experiences a change in company policy, or withdraws from a term.

Students may not use the Company Reimbursement Payment Option if they are the owners of or majority stockholders in the companies from which they seek reimbursement.

If the company reimburses less than 100% of the total tuition, the student must pay the remaining balance, or the portion not eligible for deferment, by the registration payment due date.

Regardless of the company agreement, the student is ultimately responsible for payment of all charges incurred. All fees, including but not limited to tuition, late fees, finance charges, etc., must be paid by the assigned due dates. Accordingly, the student should make arrangements each trimester that assure ultimate payment of all charges.

### **Company Reimbursement Payment Option Payment Due Dates**

|            |        |              |
|------------|--------|--------------|
| Fall       | Spring | Summer       |
| January 15 | May 15 | September 15 |

### **Penalties on Delinquent Balances**

The online student account serves as the official student “bill.” The account will be updated dynamically with every charge/credit posted to the student account. The amount due will be available by viewing the student account online and will reflect the charges, credits, amounts due and specific due dates for each. Students are responsible for viewing their student account online, for noting their account balance due and for making the appropriate arrangements for payment to be made by the due date. Finance charges accrue daily on past due balances. To avoid a finance charge, the Student Accounts Office must receive the payment by the due date.

### **Add/Drop Policy**

Students may change courses during the add/drop period each term. If units are added that result in additional charges, the charges must be paid at the time of the change or in accordance with the University payment policies. Students



who drop all courses after the initial registration until the last day of the add/drop period will be charged a \$150 withdrawal fee.

### Financial Aid

It is the student's responsibility to apply for and confirm the availability of financial aid ten days before the date of registration. Students may contact the Financial Aid Office at the Graduate School of Education and Psychology by calling (310) 568-5775. Students should consult with the Financial Aid Office concerning the effect that withdrawal or change in course load may have on financial aid eligibility.

### Federal Student Loans

If a student plans to borrow a federal student loan, a Master Promissory Note (loan application) and loan entrance counseling must be completed before the registration date. A pending application is inadequate grounds for deferring tuition payment. Since loan applications require several weeks for processing, application should be made well in advance. The student, not the Financial Aid Office, is responsible for making these arrangements. Students who are permitted to defer payment due to a pending loan will be assessed any applicable finance charges.

Regardless of financial aid status, the student is ultimately responsible for payment of all charges incurred. Accordingly, the student should make arrangements each term that assure payment of all charges.

### Refund Policies

University operating expenses and student charges are planned on an annual basis. The refund schedule has been established in recognition of both the University's advance commitment to operating expenses and a spirit of fairness for students who find it necessary to discontinue use of University services. The policies for dismissal and suspension are the same as those for voluntary withdrawal. Consideration for a refund of tuition requires written notice from the student to the Office of Student Information and Services in Malibu of the student's intention to drop a course or withdraw from the University. The date this notice is received by the Office of Student Information and Services is the effective date for determining the refund amount according to the schedule below. Students may drop classes without tuition penalty during the add/drop period only; however, once students have registered for a term, if all classes are dropped, a charge of \$150 is assessed. Students withdrawing from courses after the add/drop period are subject to the partial refund policies listed below.

|   |                                |
|---|--------------------------------|
| Through the add/drop period.....          | 100% less \$150 withdrawal fee |
| Through the second week* of the term..... | 75%                            |
| During the third week* of the term.....   | 50%                            |
| Through the fourth week* of the term..... | 25%                            |
| After the fourth week* of the term.....   | 0%                             |

\*A week is five working days within a term calendar.

This refund schedule will be applied to the maximum number of units in which a student was enrolled if the student withdraws or is dismissed at any time during the term. Tuition for classes not meeting on a regular term schedule will be refunded in the same proportion as the above class time is to the total class time for a regular term.

## **Refunds**

Credit balances resulting from financial aid will be processed automatically after add/drop ends. Refunds will be issued through direct deposit, which means the funds will be sent directly to a bank account (determined by the student) once the refund is processed. Students will be required to sign up online with their bank information. Students that do not sign up for direct deposit will be issued a check that will be mailed to the address the student provided on their student account.

To receive a refund for any other non-financial aid related credit balance remaining on the student's account after all charges and credits have been processed, the student must make a request for a refund, either in writing, through Pepperdine email account, or in person through the Office of Student Accounts.

Refund payments of credit balances will not be made until funds have cleared the bank and are showing on the student's account; this includes credits from loan funds, checks, and dropped courses. If the credit includes a payment by check, there is a ten working day waiting period before the funds may be returned.

## **Security Interest in Student Records**

A student may not receive any diploma, certificate, or transcript until all accounts, current or otherwise, have been settled in accordance with policies described above. Such documents will be retained by Pepperdine University as security until financial obligations are satisfied. Each student also agrees to pay all costs of collections upon default, including, but not limited to, collection agency fees, attorney fees, and location searches.

## **Financial Aid**

Several financial aid programs are available. To be considered for need-based grants and scholarships, financial aid applications must be submitted by returning students by April 15 of each year and by prospective students immediately upon application for Admission to the University. Financial aid from federal, state, and institutional resources should be considered as supplemental to personal resources and not as primary resources. Pepperdine University awards financial aid on the basis of financial need and does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in administration of its financial aid.

A student's enrollment status is also considered when awarding financial aid. The enrollment status categories are as follows:

- Full time status: enrollment in 6 units per term (with the exception of students enrolled in only the Teaching Credential program, which is 12 units).
- Half-time status: enrollment in 3 units per term (with the exception of students enrolled in only the Teaching Credential program, which is 6 units).
- Enrollment in a dissertation course (with the exception of the Dissertation Completion course) constitutes full time status.
- Enrollment in a comprehensive examination course constitutes full time status.
- Enrollment in clinical practicum and fieldwork courses constitutes half-time status.

To apply for student loans, applicants must submit a Free Application for Federal Student Aid (FAFSA) to the United States Department of Education to determine financial need. The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Forms and information can be obtained by contacting the Financial Aid Office at (310) 568-5775 or <http://gsep.pepperdine.edu/financialaid> or from the student services assistants at any of the graduate campuses.

## **TYPES OF FINANCIAL AID PROGRAMS**

### **Federal Stafford Student Loans**

Those who qualify on the basis of financial need may borrow money for school through the Federal Subsidized Stafford Loan program. Interest is paid by the government while the student maintains at least half-time enrollment. Repayment begins six months after leaving school, dropping below half-time status, or graduating. The maximum amount a student may borrow in Subsidized Stafford funds is \$8,500 each academic year. Funds are divided evenly among the number of terms of enrollment and credited to the student account after the add/drop period each term.

Those who need funds in excess of \$8,500, or who do not otherwise qualify for a Federal Subsidized Stafford Loan, may apply for a Federal Unsubsidized Stafford Loan. It is not necessary to demonstrate financial need to qualify. Interest accrues while the student is enrolled in school. If enrolled in an eligible program at least half-time, borrowers may defer payment of the principal and pay the interest only or may defer payment and have the interest charges added to the principal balance (capitalized). Through a combination of subsidized and unsubsidized loans, students may borrow up to \$20,500 each academic year. Loans must be coordinated with other aid and cannot exceed the total cost of attendance. The interest rate is fixed at 6.8%. Repayment begins six months after the student ceases to be enrolled at least half time.

Graduate PLUS and private education loans are also available to students who qualify and who need additional funding for tuition or living expenses.

### **Graduate School of Education and Psychology Colleagues Grants**

The Graduate School of Education and Psychology and the Colleagues, the school's alumni support organization, offer annual assistance to doctoral and

master's students enrolled full time. Qualified doctoral students are generally awarded funds not to exceed 25% of tuition costs. Master's-level students enrolled in 6-11 units may qualify for \$1,200 per term; Master's-level students enrolled in 12 or more units may qualify for \$2,400 per term. All grants are awarded on the basis of financial need.

## Scholarships

Under the auspices of the Graduate School of Education and Psychology, special funds have been allocated for scholarships for GSEP students. Scholarship awards are made based on a variety of criteria, including academic merit, financial need, for specific academic programs, and the promotion of cultural diversity at the school. The amount of the award depends upon the amount of scholarship funding available for the year and the number of recipients. Scholarships generally are awarded at the start of the academic year. Students must be enrolled in full time status each term in order to be eligible for scholarships (6 units each term, with the exception of students enrolled in the Teaching Credential program only, which is 12 units for full time status). Students who apply for financial aid are considered for the following scholarships:

**Associated Women for Pepperdine Scholarship**—Associated Women for Pepperdine raises funds each year to assist deserving members of the Church of Christ attending the Graduate School of Education and Psychology. Recipients are selected on the basis of financial need, merit, character, and church membership. A personal statement of church involvement and a letter of recommendation from an elder, deacon, or minister is required to apply for this scholarship.

**Benjamin M. Bendat Endowed Scholarship**—This scholarship assists students in the teacher education program in recognition of academic excellence and financial need.

**Evelyn B. Blake Endowed Scholarship**—This scholarship is awarded annually to a doctoral student in the field of psychology who has financial need.

**Chiang Kai-Shek Scholarship**—Income for this special scholarship fund is provided to assist qualified students from the Republic of China who are enrolled in the Organizational Leadership program.

**Diversity Scholarship**—This scholarship provides assistance to GSEP students enrolled in course work and is awarded on the basis of academic merit and achievement. Scholarships are awarded to two education doctoral students and two psychology doctoral students.

**Earl V. Pullias Endowed Scholarship**—This is a special endowed scholarship made possible by a gift from an anonymous graduate. This scholarship fund is in honor of Earl V. Pullias, former dean of faculty of Pepperdine University, in recognition of his contribution to higher education. Scholarship funds will be awarded to students of high academic merit who are interested in the profession of teaching and in furthering education that is rooted in values and principles. Incoming students are eligible for this scholarship. Awards are determined by faculty and program staff upon review of Admission Applications during the

admission process. Recipients will be notified of their awards before the start of their program.

**Glen and Gloria Holden Scholarship**—This is a special scholarship fund made possible by a grant from the Glen Holden Foundation to doctoral students demonstrating financial need.

**Marco Garcia Memorial Fellowship**—This scholarship was established to provide financial assistance to students pursuing a doctoral degree in clinical psychology, enrolled full-time in the Psy.D. program.

**J. McDonald and Judy Williams GSEP Scholarship**—This is a special scholarship made possible by J. McDonald and Judy Williams to support Church of Christ GSEP students.

**Mattie Chissell Memorial Scholarship**—This scholarship was established in honor of Mattie Chissell, who was completing her doctoral degree when she passed away. The scholarship will be awarded to a deserving female student working on her doctoral dissertation in education.

**Michael Y. F. Chau Scholarship**—This is a special scholarship fund made possible by a grant from Michael Y. F. Chau. The income from the fund is annually provided to assist qualified students from the Republic of China.

**Olaf H. Tegner Endowed Scholarship**—This scholarship has been named in honor of Dean Emeritus Olaf H. Tegner, for his nearly 6 decades of loyalty to Pepperdine as a student, professor, dean, administrator, and lifelong ambassador. A pacesetter gift to create the foundation for this endowed scholarship fund was made by fellow alumnus Jack R. Blackwell and his wife, Jean. The scholarship is set up specifically to aid individuals who are current teachers or who aspire to careers in the teaching profession. Incoming students are eligible for this scholarship. Awards are determined by faculty and program staff upon review of Admission Applications during the admission process. Recipients will be notified of their awards before the start of their program.

**Karen L. Olson Psychology Scholarship**—This scholarship is awarded to Psychology students studying at the Irvine Graduate Campus.

**Psy.D. Contribution to Diversity Scholarship**—Based on students' academic ability, assistance is available to Psy.D. students for tuition expenses through the Graduate School of Education and Psychology.

## Assistantships

Full time students (enrolled in at least six units) may gain valuable work experience through three types of assistantships. While a student may hold more than one assistantship, the maximum number of hours a student may work is 19¼ per week. Master's degree students earn \$12.20 per hour and doctoral students earn \$13.30 per hour.

**Graduate Assistantship (GA)**—Students are trained to assist staff with clerical, telephone, and administrative duties related to financial aid, human resources, marketing, professional development, special events, technology, and other areas. Interested students may obtain an application through the web at <http://gsep.pepperdine.edu/student-services/assistantships> or call GSEP Student Employment at (310) 568-2375 to request an application by mail.

**Research Assistantship (RA)**—Students assist faculty members by accessing and summarizing articles; participating in the preparation of presentations; and/or collecting, scoring, and analyzing data. Interested students should contact faculty members directly.\*

**Teaching Assistantship (TA)**—Students assist faculty members with tutoring students, arranging for guest speakers, and other instructional activities. Interested students should contact faculty members directly.\*

*\*See the Administration and Staff section of the catalog for faculty research and teaching interests.*









STUDENT  
SERVICES

## Counseling Services

### Academic and Program Counseling Services

Individuals who are considering applying to a program should contact the Student Services Advisor for general information. Prospective students may also schedule a personal appointment with a Student Services Advisor for academic and program counseling. In keeping with Pepperdine's long-standing tradition of concern for students, every effort is made to provide the kind of personalized guidance desirable at the graduate level but often unavailable at larger institutions. For this reason, faculty members, program directors, and Student Services Advisors make a concerted effort to be available at times convenient to students and to assist in resolving issues related to their course of study. Enrolled students are provided academic and career counseling through both the faculty and staff. Students are encouraged to request a counseling appointment whenever they have questions regarding their programs. In addition, students may also obtain valuable information from program booklets.

### Alcohol and Drug Counseling Services

Confidential counseling and treatment are available to students who have problems related to alcohol or drugs. Details are included in the "Substance Abuse Policy" in the Legal Notices section of this catalog.

### Community Counseling Clinics

Pepperdine University's Graduate School of Education and Psychology maintains three on-campus counseling centers at the West Los Angeles, Encino, and Irvine Graduate Campuses. Each clinic provides comprehensive psychological services to the general community and Pepperdine University students. Psychological services offered include psychological assessment, vocational evaluation and counseling, as well as individual, couple, and family therapy. Services are provided by Pepperdine master's as well as doctoral students, under the supervision of licensed psychologists. The clinic staff is committed to providing high-quality, individualized counseling within a supportive and accepting environment.

For more information about clinic services or to make an initial appointment, call the Psychological and Educational Clinic in West Los Angeles at (310) 568-5752.

## General Services

### Assistance for Students with Disabilities

Pepperdine University is committed to complying with all mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities requesting accommodation should contact the University's Disability Services Office (DSO) before their academic program begins. Upon verification of the student's disability, the DSO will work with

each student on a case-by-case basis to determine appropriate accommodations while maintaining academic integrity of the courses. Students should expect a two-week time frame in which the documentation and accommodation request will be reviewed. If the documentation is incomplete and/or does not meet the DSO guidelines, students will be required to submit complete documentation before accommodations may be granted.

Students who are registered with the DSO will receive accommodation letters to provide faculty verifying their accommodations. Students must request accommodations each semester through the submission of a completed Service Request Form.

Inquiries should be directed to the director of disability services at (310) 506-6500. Visit the DSO Web site at [www.pepperdine.edu/disabilityservices/](http://www.pepperdine.edu/disabilityservices/) for further information regarding documentation guidelines, office forms, and resources for students.

### **Athletic Facilities**

Fully equipped athletic facilities are available to students at the Malibu campus. These include tennis courts, a pool, a track, a gym, and an exercise room. For more information, call (310) 506-4150.

### **Bookstore Services**

Bookstores are located at the Irvine Graduate Campus, the West Los Angeles Graduate Campus, and both the Drescher Graduate Campus and the undergraduate campus in Malibu. Students at other locations may order their textbooks to be delivered to them by mail.

|                            |                |
|----------------------------|----------------|
| West Los Angeles Bookstore | (310) 568-5741 |
| Irvine Bookstore           | (949) 223-2552 |
| Drescher/Malibu Bookstore  | (310) 506-8569 |

### **Career Services**

The Career Service Office provides support services and resources to Education and Psychology students and alumni. Services include: career exploration, assessment of personality and interests, developing skills for successful employment searches, and learning how to secure full-time employment. The focus is on individual consultation and interactive workshops to provide GSEP students and alumni with the tools to market their skills in a competitive environment and to establish themselves as professionals in the education and psychology fields. The office provides resume and curriculum vitae writing assistance, interview preparation, job search techniques, career counseling and assessments, and job postings. Career Services facilitates classroom and club presentations on a variety of career related topics, career fairs, alumni panels, and company informational sessions. For individual career consultation call (310) 568-5780 (psychology) or (310) 568-5634 (education). For additional resources and information on Career Services please visit <http://gsep.pepperdine.edu/careerservices>.

## Computer Services

The Graduate School of Education and Psychology provides computing services and assistance to students at all five graduate campuses. Student computer services are available through the Client Services Labs. Each computing facility is designed to link computing technology to the learning process.

|                                   |                |
|-----------------------------------|----------------|
| West Los Angeles                  | (310) 568-5688 |
| Malibu (Drescher Graduate Campus) | (310) 506-7359 |
| Irvine                            | (949) 223-2510 |
| Encino                            | (818) 501-1614 |
| Westlake Village                  | (805) 496-8767 |

## Dissertation Support

The Dissertation Support Office provides information to assist students with the dissertation process and the Graduate and Professional Schools IRB. The Graduate School of Education and Psychology requires the use of American Psychological Association (APA) format requirements for dissertation manuscripts. All dissertations must go through the APA Format Clearance process prior to publication and degree posting. For more information visit <http://gsep.pepperdine.edu/dissertation>.

## Food Services

The West Los Angeles Graduate Campus is situated adjacent to a number of restaurants and cafés all within walking distance. The Malibu campus has a full-service cafeteria and a snack bar, which offer a wide range of items. The Irvine Graduate Campus features soups, salads, and sandwiches, Monday through Thursday, 3:30–8:30 p.m. In addition, each graduate campus has a student lounge equipped with vending machines for drinks, sandwiches, and snacks. The lounges are open during regular building hours.

## Health Insurance

All graduate students are required to carry health insurance. For students who do not have private medical insurance, the University offers an affordable injury and sickness policy that is underwritten by the Mega Life and Health Insurance Company. Enrollment is open at the beginning of each trimester. All international students are required to purchase the group insurance policy by Mega Life if their out-of-country policy does not cover them in the U.S.

The Mega Life group policy assists in meeting not only common illnesses, but also the financial burden of illness and accidents involving care beyond that available in the Student Health Center. Enrollment forms are available from the Student Health Center and One Stop on the Malibu campus and at each graduate campus.

For information regarding student health insurance, contact the student health insurance coordinator at (310) 506-4830 or [studentinsurance@pepperdine.edu](mailto:studentinsurance@pepperdine.edu). To view or print the insurance brochure and/or enrollment form, go to: <http://www.studentresources.net>.

## **Housing Assistance**

Pepperdine provides assistance to students in finding housing near the graduate campus where they are enrolled. Although there is no on-campus housing at the graduate campuses and only limited housing at the Malibu campus for graduate students, resources are available to help students find housing. For more information, call (310) 568-5769.

## **Information Technology**

The Information Technology department provides a full range of technology services for University students. Each of the University's campuses features modern classrooms with digital projection and wireless Internet access as well as multiple general-use computer labs that provide wired and wireless connectivity, fee-based black-and-white and color printing, photocopying, and access to a variety of mobile equipment such as projectors and laptops that may be reserved and checked out by University students.

Information Technology staff are available at each of the labs to provide technical assistance. In addition, students can call the IT Help Desk at (310) 506-HELP (4357), which provides full telephone technical support from 6:00 a.m. to midnight, Monday through Friday, and from 8:00 a.m. to 4:00 p.m. on Saturday.

Students are required to abide by the Computer and Network Responsible Usage Policy. More information about all of the Information Technology services is available at <http://www.pepperdine.edu/it/>.

## **International Student Services**

The Office of International Student Services (OISS) is located on the Malibu campus. The OISS issues the Form I-20, "Certificate of Eligibility for Nonimmigrant (F-1) Student Status," to international students who have been granted Admission to Pepperdine University. International students registering at Pepperdine University for the first time must report to the OISS in Malibu and consult with the designated school official for purposes of ensuring compliance with government regulations. The OISS provides information seminars, publications, and individual counseling on immigration, employment authorization, tax requirements, and other matters related to the students' nonimmigrant status in the U.S. Health and accident insurance coverage is mandatory for international students. For more information, call the OISS at (310) 506-4246.

## **Library Services**

Students, faculty, staff, and alumni of the Graduate School of Education and Psychology are served by the four libraries in Malibu, West Los Angeles, Irvine, and Encino. In addition to the print collection, the library system also provides access to an extensive number of government documents, electronic databases, online materials, and specialized print and nonprint materials.

The West Los Angeles library collection, largest of the graduate campus libraries, includes the ERIC Microfiche Collection and completed Pepperdine Ed.D. and Psy.D. dissertations. Payson Library, located on the Malibu campus,

is the largest physical library facility. It houses the Government Information Center, the Special Collections Department, and the Young Adult Collection. Payson Library is a U.S. government depository library. Students, faculty, staff, and alumni may use the library facilities at all Pepperdine locations.

Library services, available to current students and faculty, support both academic and research pursuits. Services include the Pepperdine Campus Loan Service, which allows library books, journals, and videos to be transferred between any two Pepperdine libraries; and the Interlibrary Loan Service, which allows books, dissertations, and journal articles to be obtained from other libraries around the world. In addition, Pepperdine librarians provide in-class instruction, workshops, and individual consultation in information-seeking skills and the use of library resources. Instruction may cover strategy and selection of library resources from both print and electronic resources. The Ask-a-Librarian service provides e-mail reference assistance. These services are described on the Pepperdine Libraries' Web site: <http://library.pepperdine.edu>.

Library resources are described and may be accessed through the Pepperdine Libraries' Web site or WaveNet at <https://wavenet.pepperdine.edu/>. Access to the electronic databases and interlibrary loan requires authentication as a current faculty member or student.

### **New Student Orientation**

Orientation sessions are held at the beginning of each term for new students and are designed to familiarize them with campus facilities, policies and procedures, financial aid, and other school-related issues.

### **On-site Assistance**

Since students enrolled at the Irvine, Encino, Westlake Village, and Malibu-Drescher graduate campuses may not have easy access to the headquarters in West Los Angeles, Pepperdine staff are available at each location to assist them with registration, financial aid, and other special needs.

### **Parking**

West Los Angeles Graduate Campus students may purchase a cardkey parking pass per trimester, which allows unlimited parking from 8 a.m. to 11 p.m., Monday through Friday; 7:30 a.m. to 6 p.m., Saturday.

Encino Graduate Campus student parking is only available to those who purchase a parking decal each term, which provides unlimited parking from 2:30 p.m. to 11 p.m., Monday through Friday, and all day Saturday.

Irvine Graduate Campus students are charged a facilities fee that includes unlimited parking from 3 p.m. to closing, Monday through Friday, and all day Saturday and Sunday.

Westlake Village Graduate Campus and Drescher Graduate Campus/Malibu offer free parking.

## Professional Activities

The Graduate School of Education and Psychology's commitment to professional interaction within the community provides students with an excellent opportunity to test theory through practical application. Various seminars, workshops, and special events are offered throughout the year that enable students to actively participate in the professional community.

## Publications

The Graduate School of Education and Psychology produces a magazine, *Pepperdine Colleague*, to serve the informational as well as professional needs of faculty, staff, alumni, and friends of the School. It is published two times per year. The School also prints the *Scholar's Scroll* on a monthly basis as an internal newsletter for GSEP faculty and staff.

## Registration

Within a designated period of time each term, students will be able to enroll through the University Web portal. For information regarding registration for classes, please call (310) 568-2328.

## Statistics and Methodology Support

Assistance with statistical and research skills is available to doctoral students progressing through the dissertation process. Resources include seminar sessions, individual consultations and referrals, books and sample documents, and a Web site devoted to dissertation and writing support. For more information, contact the Assistant Program Director.

## Student Health Center

The Student Health Center is located on the Malibu campus at the northwest corner of the Rho parking lot on Towers Road. The Student Health Center provides a wide variety of services similar to any family practice office, including care for respiratory problems, sports medicine, injuries, women's and men's health issues, dermatology, etc. The center also administers the immunization and travel medicine programs. All information reported here is confidential and kept as part of students' health records in the Student Health Center. The Insurance Portability and Accountability Act (HIPAA) protects disclosure of health information.

The purpose of the center is to promote the good health of students through diagnosis of illness and injury, treatment, education, and consultation. It operates on the model of an ambulatory health clinic during regular business hours. The staff of the center includes registered nurses, a physician assistant, board-certified physicians, and administrative staff. Students accessing care will be charged for service for each visit. Follow-up visits are charged based on the complexity of the service provided. Additional charges may include lab work, prescriptions, and specialty services. All fees are kept as low as possible, encouraging full access to healthcare for all students. The fees will be charged to the student's account or can be paid at the time of service. A receipt will be provided to the patient at every visit. Patients may submit receipts to their insurance company for reimbursement.

All undergraduate and international students must be enrolled in a health insurance program. Pepperdine has contracted with Mega Life and Health Insurance Company, which offers two affordable plans. The school insurance representative can be reached at (310) 506-4830. Students wishing to see an off-campus medical provider (physician, dentist, optometrist, etc.) are encouraged to contact the center for referral information.

Most entering graduate students need to update their immunization status. Although the following immunizations are not required for graduate school entry, they are strongly recommended by the American College Health Association and the Centers for Disease Control and Prevention in Atlanta, Georgia: Tetanus/Diphtheria (booster within ten years); M.M.R.—Measles, Mumps, Rubella (two doses required); TB skin test (PPD) within the past year; Hepatitis B Vaccine series of three; and the Meningococcal (Menomune) vaccine (for those students under the age of 25). For more information regarding these immunizations, students should contact their health provider or the Student Health Center at (310) 506-4316. Students may also visit the center's Web site at <http://www.pepperdine.edu/healthcenter/>.

The center, in cooperation with Mega Life and Health Insurance Company, offers PEP-RN On Call, a toll-free confidential hotline staffed by registered nurses with physician consults available 24 hours a day, seven days a week at (800) 413-0848. Students are encouraged to use the service when they need to make decisions about their health concerns and the type of care they should seek.

The Student Health Center sees patients by appointment only Monday through Friday, 8:00 a.m. to 5:00 p.m. Appointments may be made by calling (310) 506-4316. In case of a medical emergency, students should call Public Safety at (310) 506-4441.

### **Tech Central/Computer Store**

Tech Central is Pepperdine University's computer store and student support center, offering total technology support for students and technology purchasing support for students, faculty, and staff. Tech Central is located on the second floor of Payson Library, Malibu campus.

Hours of operation are Monday through Thursday, 9 a.m. to 11 p.m.; Friday, 9 a.m. to 8 p.m.; Saturday, 11 a.m. to 6 p.m.; and Sunday, 12 p.m. to 10 p.m. You can contact Tech Central at (310) 506-4811; or by e-mail at [Tech.Central@pepperdine.edu](mailto:Tech.Central@pepperdine.edu).

Computer supplies, such as printer ink cartridges, CD's, DVD's, cables, flash drives, and security locks, are being sold in the malibu Campus Bookstore as well as on-line through Pepperdine University's preferred vendors at <http://www.pepperdine.edu/it/computerstore/>.



### **Third Party Vendor Agreements**

In order to best serve its students, the University engages various third-party vendors to provide, for example, janitorial, food, beverage, book store, and other services for the University community. Depending upon the terms of the vendor agreements, some of these relationships may also in certain circumstances provide an opportunity for the University to receive return payments from a vendor. As a good steward of its limited resources, the University periodically reviews these relationships to insure that students' interests continue to be well-served and that appropriate quality levels are maintained.

### **Travel Agency**

The University has a full-service travel agency located at the Malibu campus. Any registered student may use the service and make travel arrangements in person or by telephone. Call (310) 506-4562 or e-mail [corniche@pepperdine.edu](mailto:corniche@pepperdine.edu) for more information.

### **Use of Data for Evaluation Purposes**

The Graduate School of Education and Psychology (GSEP) evaluates its programs on an ongoing basis. The data from such evaluations provide us with information to help improve the quality of the educational experience we provide our students. The data are also required by accrediting bodies, such as the Western Association of Schools and Colleges (WASC), to make decisions as to whether we can maintain our accredited status. The data included in the archive may include: (a) information provided on the application for admission; (b) surveys that are administered at different stages of matriculation; (c) course work such as papers, examinations, and exercises; and (d) other relevant academic data and records such as GPAs. The data entered into the archive are deidentified, which means students' names or other personally identifying information are removed so that the data cannot be associated with a student's identity.

### **Veteran Services**

Veterans are advised to read "Information for Veterans" in the Legal Notices section of this catalog.

### **Writing Support**

This service is available to all students seeking writing assistance and advisement for class projects and papers. Assistance is available through workshops and by consultations via telephone and e-mail. For specific information, visit the Writing Support Web site at <http://gsep.pepperdine.edu/student-services/writing>.

## Alumni-Student Relations

Pepperdine University values the lifelong relationship that begins with the student and continues with our alumni. Currently, the Pepperdine University Alumni Association is an 80,000+ member organization. The alumni association exists to help alumni remain connected to the Pepperdine family. The association provides opportunities for new personal and professional relationships, through networking, and a rich array of events. Members of the alumni association receive many benefits and services, including savings and discounts, memberships and privileges, invitations to special events, newsletters, and publications. Membership in the Pepperdine University Alumni Association is free of charge. After graduation you will receive a package that outlines the full scope of benefits and how to access them. The student is at the heart of the University and the alumni association encourages current students to participate in activities with alumni to expand the classroom experience.

The Alumni Relations Office of the Graduate School of Education and Psychology is responsible for actively engaging the more than 18,000 alumni who have graduated from our school. Our goals are similar to those of the Pepperdine Alumni Association, with the exception that we are focused exclusively on the needs and interests of GSEP alumni and students.

Our efforts are designed to create professional networking opportunities, to support and promote scholarly activities of interest to our alumni and students, and to serve as a resource so that all remain vitally connected to the communities of practice that emanate from our professional programs. Throughout the year, the GSEP Alumni Relations Office sponsors events to add value to your academic experience.

The GSEP Alumni Relations Office welcomes you to contact us to explore how you can better leverage the benefits of being a member of the GSEP and Pepperdine University communities. We strive to build meaningful connections that will last a lifetime. We ask that you keep us informed of your achievements and whereabouts so that we can share your success with the rest of our community and support you in your efforts. You may reach us by calling (310) 568-5510.

### The Colleagues

The Colleagues are a vital support group benefiting the Graduate School of Education and Psychology. The Colleagues' mission is to provide financial support to students in the form of scholarships and grants; networking and professional growth opportunities for alumni and students of GSEP; and to enhance the value of all our degree programs through strategic development projects. Colleagues members include alumni, students, friends, and Pepperdine faculty and staff. For more information on how you may join The Colleagues, call (310) 568-5649.

## **Student–Alumni Scholarly Activities**

GSEP offers a rich variety of scholarly organizations to support your professional development.

### **Psychology**

#### **Psi Chi**

Pepperdine has had an active chapter of this national honor society in psychology for 50 years. Members have the opportunity to participate in social and professional activities while being recognized for academic achievement. Membership is open to graduate psychology students who have earned a minimum of nine units with a cumulative grade point average of 3.7 or higher.

#### **CAPS–Christian Association for Psychological Studies**

The Pepperdine Chapter of the Christian Association for Psychological Studies (CAPS) meets for fellowship, service, and learning about the integration of our faith and the practice of clinical psychology and marriage and family therapy. We bring together current GSEP masters and doctoral students and alumni as well as faculty and staff members from all of our campuses (Encino/San Fernando Valley, Malibu, Orange County/Irvine, and West Los Angeles) to help build community and support the mission of Pepperdine University.

#### **Psy.D. Student Government Association**

The Psy.D. SGA facilitates the ongoing collaborative effort of students, faculty, and staff to continually improve the Graduate School of Education and Psychology (GSEP) Psy.D. program and keep us on the forefront of the evolving field of psychology.

#### **Multicultural Research and Training Lab**

The Multicultural Research and Training Lab (MRTL) was organized by a cohort of Psychology faculty members at Pepperdine University, Graduate School of Education and Psychology, to provide Psy.D. students engaged in multicultural research a space to discuss and receive feedback on their clinical dissertations topics. In addition to offering dissertation support, the MRTL provides opportunity for students to engage in discourse on their views of how effectively the Psy.D. Program is contributing to their multicultural competence as well as ways the institution might offer a more welcoming experience for students from diverse backgrounds.

#### **RAPT–Research and Practice Team**

The Research and Practice Team (RAPT) at Pepperdine University's Graduate School of Education and Psychology is a student-led research group which serves to provide a forum for discussion about research and related activities as well as provide students with information about possible research opportunities

#### **Latino Student Psychological Association**

The Latino Student Psychological Association (LSPA) is a student affiliate group of the California Latino Psychological Association (CLPA). We are committed to expanding multicultural awareness within the student psychological community through education, collaboration, and service.

### **SLEAT–Spanish Language Enhancement Association for Therapists**

SLEAT is a student-led language enhancement group.

### **Education**

#### **CABE–California Association for Bilingual Education**

CABE is the premier organization for professional development on the education of English Learners in California for educators, parents, and other community members. Pepperdine GSEP plays an active role in CABE conferences and has a local chapter for alumni, students and others committed to bilingual education.

#### **ACM–Association for Computing Machinery**

ACM is an international educational and scientific society to advance computing as a science and a profession.







# ACADEMIC POLICIES

## Introduction

It is the responsibility of the student to be familiar with and complete the requirements for the degree being sought. The staff of Pepperdine University will assist each student, but it is the student who must ensure that all degree requirements have been completed in the manner outlined in this catalog.

### Academic Course Load

Students enrolled in two courses for a total of 6 or more units are considered full time. Doctoral students at the comprehensive examination and dissertation level, and Psychology doctoral students enrolled in Internship are considered full time (with the exception of students in the Dissertation Completion course, who are considered part-time). Education doctoral students and psychology students are limited to a maximum of 10 units in any term. In certain programs, however, students are permitted, if they so elect, to enroll in fieldwork or practicum courses in addition to the maximum load. In these instances, the total number of units per term should not exceed 12. Psychology students must file a petition with the appropriate Student Services Advisor before registration if they wish to enroll in more than 10 units.

### Academic Credit

Academic credit at Pepperdine University is granted in terms of semester units.

### Academic/Program Advisement

Student Services Advisors and the faculty will advise students concerning their programs. Only those courses completed according to the requirements listed in this catalog may count toward the degree. Elective courses must be approved by the Student Services Advisor.

### Academic Program Standards

Admitted students may continue in their program as long as their academic performance and personal conduct meet the standards set by the University and the individual program. Students should consult each program description for specific information. Students must possess a cumulative grade point average of 3.0 in all work completed in the program to graduate. In addition, any student earning a grade of "D" or "F" in a course must petition to retake the course, earning a grade of "C" or better before being allowed to graduate. A grade below "B-" in any doctoral course requires an immediate faculty review of the student's suitability for continuing doctoral study. Students whose grade point average falls below 3.0 have one term to raise their grade point average to 3.0 before being dismissed from their program. This provision does not apply to students who receive two grades below a "B-" in a term in the Organizational Leadership doctoral program (see the Doctor of Education section). Students who receive two grades lower than a "B-" in the same or two different terms are dismissed from the program and will not be able to take additional courses to increase their grade point average.



## **Add/Drop Policy**

Students may add or drop courses during the add/drop period. Consult the Academic Calendar section of this catalog for exact dates. (There is no add/drop option available to students in the cohort programs.)

## **Attendance**

Attendance at every class and laboratory meeting is expected of each student. Exceptions to this policy are made by the instructor only, who is responsible for maintaining attendance records.

## **Course Auditing**

Students may audit certain classes with the consent of the instructor, space permitting. An audited course does not appear on the student's academic transcript and no grade is assigned. Students are not permitted to challenge any course for credit if they have previously audited the course. Program requirements cannot be met through auditing.

## **Course Challenges**

Students may receive approval to challenge courses if they demonstrate exposure to the course content through prior course work or professional experience. To receive approval, students must submit the request to the Student Services Advisor, who will solicit input from appropriate faculty before presenting the request to the program director or associate dean for a final decision. Upon approval, students requesting to challenge courses will pay the challenge exam fee and follow the procedure outlined in a document available in the Student Services Advisors' offices. Students cannot challenge for credit any course previously audited.

Master's-level students who wish to challenge a course, and have not already transferred the maximum number of semester units (six), may challenge as many as six semester units. Students who are pursuing a doctorate in education may challenge and/or transfer as many as eight semester units of doctoral-level courses. Students who are pursuing a doctorate in psychology may challenge and/or transfer as many as nine semester units.

## **Course Numbering System**

Courses numbered 600–699 are available to all students. Courses numbered 700–799 are reserved for doctoral students.

## **Course Repetition**

If a student repeats a course, the grade first received in the course as well as the grade received when the course is repeated are averaged into the student's cumulative grade point average. Both grades are shown on the student's transcript; however, the units are counted only once toward graduation. For additional information, students are directed to the academic policies and program descriptions of their respective divisions in the catalog.

## **Credit/No Credit (CR/NC)**

A limited number of classes provides the grade of “CR” (Credit) in the event of acceptable work, or “NC” (No Credit) in the event of unacceptable work. In such classes where a grade of “CR” is given, no grade point value is assigned and the grade is not averaged into the cumulative grade point average. A grade of “CR” is assigned to indicate work equivalent to “B” (3.0) or higher and “NC” to indicate less than “B” (3.0). Credit/No Credit grades are not computed in the overall term grade point average, except when academic probation or academic dismissal is a question, in which case each “NC” is computed as equivalent to zero grade points in figuring the student’s grade point average. In such cases, units for which a grade of “CR” was assigned are not computed in the student’s grade point average.

A grade of “I” (Incomplete), indicating incomplete work, may be assigned by the instructor to a student who has attended class but who, due to an emergency late in the term, fails to complete the final examination or project. Course work must be completed by the end of the subsequent term, at which time the instructor will change the “I” to an earned grade. A time period of less than one term to complete the course work may be assigned at the instructor’s request. An incomplete grade not changed by an instructor after one term automatically becomes an “F.” The Veterans Administration is also notified whenever a student receiving veteran’s benefits allows a grade of “I” to lapse into a grade of “F.”

Students who experience extenuating circumstances during a term resulting in excessive absence from class sessions should request to withdraw from the course rather than receive an “I.” Students who receive a “W” (Withdraw) from a course due to extenuating circumstances may submit a Letter of Credit request to repeat the course. Students with grades of “I” are not eligible to repeat the course.

A grade of “IP” (In Progress) is assigned at the end of the term only in courses that, by catalog definition, are allowed more than one term for completion (e.g., student teaching, clinical practicum, and internship).

## **Credit Transfers**

Policies for transfer of graduate work are listed in the Admission Information section of this catalog.

## **Cross-Registration**

### **I. Cross Registration**

Students who are not admitted to an established Pepperdine joint-degree program may still enroll for a limited number of courses in the University’s other four schools. Permission must be given by both the appropriate associate dean or designated administrator of the other school and the instructor of the course. Students should also have the permission of their academic advisor to ensure that the course taken will apply to their degree program. Students must complete the Cross-Registration Enrollment Form and may enroll only if space is available in the course.

## II. Internal University Procedures Regarding Cross-Registration

### A. Tuition

#### 1. Tuition for cross-registered courses will be charged under the following guidelines:

##### a. Courses Taken in a Joint Degree Program

Students admitted to University-established joint degree programs (e.g., JD/MBA, JD/MPP, MBA/MDR, JD/MDiv) that are designed to yield degrees from more than one of Pepperdine's schools will be charged the tuition flat rate of the school in which the student is carrying the greater number of units in that particular term. For example: A student enrolled in 12 units in the School of Law (SOL) and 4 units in the School of Public Policy (SPP), and where the units count toward the corresponding degrees (12 toward the JD and 4 toward the MPP), would be charged the normal flat rate tuition of the School of Law. In cases where the number of units is equal between the two schools, the lower tuition rate will be charged. Students admitted to University-established joint degree programs that are designed to yield more than one degree from within only one school (e.g., JD/MDR, both granted by the School of Law) will be charged according to that school's tuition rate structure. At the School of Law, for instance, students enrolled in the JD/MDR program are required to earn 88 units for their JD degree and 32 units for the MDR degree. As part of the joint degree program, JD/MDR students are permitted to count 14 LAW units toward fulfilling their MDR requirements, leaving 18 additional MDR units to be earned to complete their MDR requirements. Accordingly, JD/MDR students will be charged according to the normal rules for the 88 LAW units, but will Cross-Registration Policy-2 be charged on a per unit basis for the additional 18 units needed for the MDR degree. For example, a JD/MDR student enrolled in 12 LAW units and 4 MDR units will be charged a flat rate for the LAW units and charged additionally for the 4 units of MDR tuition.

##### b. Courses Taken to Fulfill Degree Requirements

If students receive approval to enroll in another school to complete the primary school's degree requirements, the University will charge tuition based on the primary school of enrollment. For example: A student who enrolls in 14 units at SOL, and 4 units in SPP, where the SPP course would fulfill the SOL degree requirements, would be charged the SOL flat rate (10-18 units).

##### c. Courses Taken as Requirements for Two Separate Degrees

When students pursue non-joint degrees and, upon completion, receive 2 or more separate degrees, they receive no unit reduction benefit. Tuition will reflect standard charges for each school attended.

##### d. Non-Degree Units Taken as Electives

Non-degree units will be charged at the standard rate for the school offering those courses. For example: A SOL student enrolled in 14 law units and 4 Seaver units that do not apply to his law degree will be charged the flat rate for the law courses (10-18 units) plus the 4 units at the per unit rate at Seaver.

**2. This policy assumes that flat-rate tuition is set at a maximum of 18 units for all schools offering the flat rate.**

**B. Approval Process**

1. The student begins the registration process by seeking permission from the primary school of enrollment to take classes outside of the established schedule of classes being offered by that school. It is incumbent upon the person granting permission to ensure that the course(s) requested will properly fulfill the academic requirements for the student's current degree.
2. Each school has the sole responsibility for registration for its own classes. Deans or other administrators cannot enroll students in classes that are not directly under their jurisdiction.
3. A designated administrator or associate dean for each school will grant students permission to cross-register. The designated representative at the "sending" school will be in contact with the designated administrator at the "receiving" school to set up the proper approvals. At no time during the requesting process should the "sending" school contact the "receiving" school's professor directly. Cross-Registration Policy-3
4. For proper record keeping, a matriculation record for each student must be created at every Pepperdine school where the student is enrolled for class(es). For the "secondary" school(s) of enrollment, the matriculation record for the student will be listed as "non-degree." The Cross-Registration Enrollment Form will serve as the main document for the "non-degree" matriculation record to be created; it will serve as the substitute for any other existing non-degree applications at Pepperdine when used for cross-registration purposes.
5. When the student is only being charged tuition at the rate of his primary school of enrollment but is taking a course/s at another school to fulfill a degree requirement, the tuition will be prorated based on the number of units the student is taking. The actual transfer of tuition dollars would be handled by the school whose tuition appears on the student account. This will take place once per semester, after the 0% refund period is in effect.

**C. Enrollment Restrictions and Headcount**

1. Each school's associate dean or designated administrator has the right to limit the number of cross-registering students in any given class.
2. The associate dean or designated administrator of each school has the right to control the total number of units of "secondary enrollment" to or from that school.
3. Cross-registered courses will be considered transferred courses, and will count toward the total number of units a student may transfer in from other schools.
4. For purposes of enrollment statistics, students are counted based on their primary enrollment in a given school. Joint degree students are counted with the school determined to be "primary" in any given term, based on the number of units. Students should never be double-counted.

## D. Grading

Since the School of Law does not use a letter grade system, the following scale will be used by the Registrar to translate between numeric and letter grades where necessary.

|    |        |
|----|--------|
| A  | 90-100 |
| A- | 87-89  |
| B+ | 84-86  |
| B  | 80-83  |
| B- | 77-79  |
| C+ | 74-76  |
| C  | 70-73  |
| C- | 67-69  |
| D+ | 64-66  |
| D  | 60-63  |
| F  | 50-59  |

## Degree Posting

Degrees are posted on the student's transcript at the end of the term in which all requirements for the degree have been satisfied. Students will receive their diplomas and a copy of their transcript approximately twelve weeks after the official termination date of each term.

## Grade Changes

A student's final grade for a course may be changed by the instructor only under the following circumstances:

- A grade of "I" (Incomplete) has been assigned to the student for the previous term, and the student completes the required course work by the end of the subsequent term, at which time the instructor will change the "I" to an earned grade; or
- An error in the original grade requires correction.

## Grade Point System

The quality of achievement in a course is typically measured as follows (individual instructors determine whether or not to grant plus and minus grades):

|    |   |
|----|---|
| A  | (4.0) indicates outstanding achievement             |
| A- | (3.7)   |
| B+ | (3.3)   |
| B  | (3.0) indicates average or satisfactory achievement |
| B- | (2.7)   |
| C+ | (2.3)   |
| C  | (2.0) indicates below average performance           |
| C- | (1.7)   |
| D+ | (1.3)   |
| D  | (1.0) indicates serious deficiency                  |
| D- | (0.7)   |
| F  | (0.0) indicates failure                             |

## **Graduation Applications**

Students will be notified when to complete the Intent to Graduate form online. Submission of the form and the graduation fee are required for degree posting. Deadline dates to file for graduation are listed in the academic calendar in this catalog and the term handbook each term.

## **Graduation Ceremony**

The Graduate School of Education and Psychology conducts two annual graduation ceremonies at the University's Malibu campus. Parents, relatives, and friends of graduating students are welcome to attend. Students who complete all degree requirements by the end of the Summer term may apply for permission to participate in the ceremonies. Attendance at the graduation ceremony is expected of all graduating students.

## **Leave of Absence**

A student may officially request a leave of absence for a term before registration through written notification to the Student Services Advisor. Leave of absence requests will be considered only before a student registers for the term; otherwise, it is considered a withdrawal.

Doctoral students who need to take a leave of absence must file a formal petition to their Doctoral Concentration Committee. Readmission after a leave of absence is subject to approval by the Doctoral Concentration Committee.

## **Pre-Admission Course Work**

Applicants who have completed graduate courses at Pepperdine University before admission are advised that such courses are acceptable for credit toward the master's degree only upon the recommendation of the associate dean. At the time of admission, the number of units already completed and accepted as credit toward the master's degree will become a part of the student's record.

## **Program Continuation**

Pepperdine University reserves the right to modify or discontinue any academic offerings or degree programs when demand falls below reasonable levels. In such cases, the University will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs or institutions.

## **Program Time Limits**

All requirements for the master's degree must be completed within seven calendar years from the date on which the student begins graduate work at Pepperdine University. Doctoral students are allowed a maximum of eight calendar years from the time they begin the program until the time all degree requirements are complete.

## **Registration**

An official registration period is scheduled before the beginning of each term. Each student in the non-cohort programs is expected to register through online registration. After the official registration period, a late registration fee is charged. Students who do not complete registration properly or who fail to secure final approval from the GSEP Student Accounts and Registrar's Offices are not considered officially enrolled and will be denied all credit for the term.

## **Regulations Concerning a Second Master's Degree**

A student who already holds a master's degree from Pepperdine University and desires to study for a second master's degree must meet all the admission requirements of the prospective program and also complete the minimum number of units of graduate work as outlined by the program for the second master's degree. Students who have completed Pepperdine's Master of Arts in Psychology degree are eligible to apply 15 units of that degree, if completed within the last seven years, toward Pepperdine's Master of Arts in Clinical Psychology degree. Students are required to submit an application form and pay the application fee.

## **Student Appeals**

The Graduate School of Education and Psychology strives to apply its academic standards and policies in a consistent, fair, and equitable manner to all students. Students alleging the school's failure to do so have the right to file a complaint. The student complaint procedure is described in detail in the Legal Notices section of this catalog.

## **Transcripts of Academic Records**

Transcripts are furnished upon payment of a fee for each transcript issued. Normally, official transcripts are delivered by mail. Official transcripts can be given to the student only in a sealed envelope. If the seal is broken, the transcript ceases to be official. Alumni and current students may request official transcripts online through a service provided by the National Student Clearinghouse accessible through WaveNet. Ordering transcripts online provides alumni and students the convenience of 24-hour access and the ability to track orders online.

In addition to the online transcript ordering service, Pepperdine alumni and students can request official transcripts by mail, fax, or in person. For more information visit the transcript ordering website at <http://www.pepperdine.edu/registrar/transcripts>.

For pick-up or walk-in services, the request should be filed in the Office of Student Information and Services at least one day before the transcript is needed. At the end of each term, two to three weeks may be needed to process transcript requests affected by degree audits and postings. No transcript will be supplied for work completed at other institutions. Requests for partial transcripts will not be honored. Refer to the policy in this catalog on withholding of transcripts,

diplomas, and certificates under “Security Interest in Student Records” in the Financial Information section of this catalog.

### **Transfer Work After Enrollment**

Students wishing to take courses outside the University after enrollment must receive prior approval from the program director before transfer credit will be accepted.

### **Withdrawal from Classes Due to Involuntary Military Service**

The purpose of this policy is to assist Pepperdine University students whose enrollment may be disrupted as a result of an involuntary call to military service.

Students *who are on reserve in the military and are involuntarily called to active duty due to national emergencies* may withdraw from courses and the University at anytime during the term. Transcripts will be coded as ‘WM’ (withdrawal due to military service) for withdrawals that occur after the ‘add/drop’ period. The student will receive a 100% tuition refund. No withdrawal fees will be charged.

If the involuntary withdrawal occurs during the period of a term where the grade of Incomplete (‘I’) could be granted, students may request an incomplete from the professor. All appropriate rules for incomplete courses apply with one exception:

If the student is still on active duty when the expiration date to complete the course and remove the incomplete occurs, the grade will default to ‘WM’ (rather than ‘F’) and a full refund will be made to the student.

*Furthermore, once students complete their involuntary tours-of-duty, upon request, Pepperdine will readmit them within the first 12 months following completion of their tours-of-duty without requiring them to reapply to the University. The students’ tours-of-duty time will not count as part of the time limit set for earning degrees at each of Pepperdine’s schools.*

Notification: Along with a letter of intent of withdrawal, the student must submit a copy of his/her military orders. ***For readmission, students must submit a copy of their discharge papers along with a request for readmission.***

### **Withdrawal from Classes**

A student may officially withdraw from any class without the permission of the instructor from the end of the add/drop period through the end of the eighth week of the term. After the eighth week of the term, a student may officially withdraw from a class with the grade of “W” only if the instructor verifies that the student is earning a passing grade in the course. A request for withdrawal will not be considered during or after the final week of the term. Students who stop attending but do not officially withdraw from their classes will be automatically assigned a grade of “F” by the instructor. Withdrawals are official only upon timely written notification to the Student Services Advisor. Information on



registration changes of any students receiving veteran benefits will be forwarded to the Veterans Administration whenever such changes occur.

A student who withdraws from classes will be subject to the tuition refund policies (see “Refund Policies” in the financial Information section of this catalog) and financial aid may be adjusted.

### **Withdrawal from the University**

A student who fails to attend classes or leaves the University for any reason must officially withdraw from all classes through written notification to the Student Services Advisor or Registrar’s Office. The student must also check out from appropriate campus offices, as designated by the Office of Student Information and Services. Students who stop attending but do not officially withdraw from their classes will be automatically assigned a grade of “F” by the instructor.

A student who withdraws from classes will be subject to the tuition refund policies (see “Refund Policies” in the Financial Information section of this catalog) and a \$150 withdrawal fee, and financial aid may be adjusted.





# ACADEMIC PROGRAMS

## EDUCATION PROGRAMS

### *Master's Degree Programs*

#### **MASTER OF ARTS IN EDUCATION**

Available with two different emphases, this program is for students who are not seeking a credential.

Page 70

#### **MASTER OF ARTS IN EDUCATION AND TEACHING CREDENTIAL**

Course work for this program facilitates the accomplishment of a master's degree in conjunction with a teaching credential.

Page 79

#### **MASTER OF ARTS IN EDUCATIONAL TECHNOLOGY (ONLINE)**

Offers the opportunity to develop skills and knowledge about the current and near future of technologies and their role in the learning setting.

Page 89

#### **MASTER OF SCIENCE IN ADMINISTRATION AND PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL**

Prepares educators to become principals, site-based managers, and other school leaders. Graduates will be eligible for the Preliminary Administrative Services Credential.

Page 93

### *Teaching Credential Programs*

GSEP offers a SB2042 Teacher Preparation Program for the Multiple or Single Subject Preliminary Credential.

Page 79

### *Doctoral Degree Programs*

#### **DOCTOR OF EDUCATION (OVERVIEW)**

This program prepares practitioners to assume leadership roles and effect change in organizations. Students enroll in one of four concentrations: Educational Leadership,

Administration, and Policy; Educational Technology; Organization Change; and Organizational Leadership.

Page 97

#### **DOCTOR OF EDUCATION IN EDUCATIONAL LEADERSHIP, ADMINISTRATION, AND POLICY**

Intended for K–12, pre-K, and adult educators with leadership experience and constructed so that California administrators may complete their Tier II Professional Clear Administrative Credential while pursuing their doctorate.

Page 100

### *Doctoral Degree Programs (continued)*

#### **DOCTOR OF EDUCATION IN EDUCATIONAL TECHNOLOGY**

Designed to prepare leaders in the field of technological applications and innovation in the world of education and business.

Page 106

#### **DOCTOR OF EDUCATION IN ORGANIZATION CHANGE**

Emphasizes theory, research, and practice of change considering a global perspective. Delivered using a combination of quarterly seminar sessions and Web-based instructional strategies.

Page 112

#### **DOCTOR OF EDUCATION IN ORGANIZATIONAL LEADERSHIP**

Designed to develop individuals who have the knowledge and capability to take on leadership roles in a variety of settings.

Page 118

## **PSYCHOLOGY PROGRAMS**

### *Master's Degree Programs*

#### **MASTER OF ARTS IN PSYCHOLOGY**

Presents various aspects of the art and science of psychology as it is applied to the understanding of human behavior and to the prevention, diagnosis, and treatment of mental and emotional problems.

Page 124

#### **MASTER OF ARTS IN CLINICAL PSYCHOLOGY WITH AN EMPHASIS IN MARRIAGE AND FAMILY THERAPY**

##### **DAYTIME FORMAT**

Designed for full time students with a focus on providing a strong master's-level foundation in the areas of clinical psychology and marriage and family therapy.

Page 129

##### **EVENING FORMAT**

Provides a strong master's-level foundation in the areas of clinical psychology and marriage and family therapy in both full time and part-time formats.

Page 134

### *Doctoral Degree Programs*

#### **DOCTOR OF PSYCHOLOGY**

Accredited by the American Psychological Association, this program prepares clinical psychologists to apply knowledge obtained from psychological science to the promotion of mental health.

This program is offered only at the West Los Angeles Graduate campus.

Page 141

## Master of Arts in Education

Pepperdine has structured course work to facilitate the accomplishment of a 30-unit Master of Arts in Education degree. This degree is available to students who are not seeking a credential.

The M.A. degree is available with two emphases. The first emphasis focuses on developing the highest level of skills as professional educators by using reflection to impact teaching and learning in the classroom. The second, Psychology Emphasis, enables students to pursue a more clinical study of development and issues affecting school children and their families.

The M.A. program follows a cohort model with program enrollment in Fall only. Each term, students are required to attend some Saturday class sessions the majority of which occur at the West Los Angeles Graduate Campus. All new students in the Master of Arts in Education program are required to attend Teacher Education Institute as part of their new student orientation at each campus.

### Admission Requirements

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from the institution that awarded the baccalaureate degree to the applicant, as well as all transcripts from all other colleges or universities attended.
- Two professional recommendations attesting to the applicant's competencies, character, and potential and/or ability as an educator.
- A one- to two-page Statement of Educational Purpose reflecting an understanding and response to the MA in Education/Teaching Credential Mission (see page 79) as it applies to applicant's goals.

### Course Requirements

#### Emphasis One - required courses (30 units):

|           |  |     |
|-----------|--|-----|
| ED 602    | Introduction to Research and Assessment..... | (3) |
| ED 608A   | Self-Assessment Seminar.....                 | (2) |
| ED 608B   | Planning, Goal-Setting Seminar.....          | (2) |
| ED 608C   | Action Research Seminar.....                 | (2) |
| ED 610    | Teacher Education Institute.....             | (1) |
| ED 612    | Teacher Education Symposium.....             | (1) |
| EDTP 632  | Documenting & Presenting Practice.....       | (2) |
| EDTP 635A | Investigation into Subject Matter I.....     | (2) |
| EDTP 636B | Advances in Pedagogy II.....                 | (2) |
| EDTP 639  | Mentoring and Team Leadership.....           | (3) |
| EDTC 672  | Cultural Diversity.....                      | (3) |

The remaining 7 units of electives must be drawn from options within the following list and are planned with an advisor.

|          |   |       |
|----------|---|-------|
| ED 600   | Historical and Philosophical Foundations of Education .....                                   | (3)   |
| ED 601   | Psychological Foundations of Education .....  | (3)   |
| EDTC 609 | Advanced Study Using Technology to<br>Support Student Learning .....                          | (3)   |
| EDTC 610 | Advanced Study of Teaching Special Populations .....  | (3)   |
| EDTC 612 | Advanced Study of Health Education .....  | (3)   |
| EDTC 645 | Language Acquisition and Language Arts Methods .....  | (4)   |
| EDTC 673 | Second Language Development:<br>Theories and Foundation .....                                 | (3)   |
| EDTC 674 | Second Language Development: Methods and Practice .....                                       | (2)   |
| EDTC 677 | Environment and Instructional Strategies<br>for the Diverse Classroom: Multiple Subject ..... | (3)   |
| EDTC 678 | Environmental and Instructional Strategies<br>for the Diverse Classroom: Single Subject ..... | (3)   |
| EDTC 691 | Mathematics and Science Methods<br>for Elementary Schools: Multiple Subject .....             | (3)   |
| EDTC 693 | Linking Literature and Composition with<br>History/Social Science: Multiple Subject .....     | (3)   |
| EDTC 694 | Linking Literature and Composition with Content Area<br>Instruction: Single Subject .....     | (3)   |
| EDTC 695 | Developing Secondary Teaching Methods: Single Subject ....                                    | (3)   |
| ED 699   | Independent Study and Selected Topics .....   | (1–5) |
| PSY 601  | Assessment of Intelligence .....  | (3)   |
| PSY 606  | Interpersonal Skills and Group Therapy .....  | (3)   |
| PSY 607  | Social Psychology .....   | (3)   |
| PSY 610  | Theories of Personality .....   | (3)   |
| PSY 656  | Physiological Psychology .....  | (3)   |
| PSY 657  | Psychopathology .....   | (3)   |
| PSY 658  | Individual and Family Development:<br>A Life Cycle Approach .....                             | (3)   |
| PSY 659  | Principles and Theories of Learning .....   | (3)   |

**Psychology Emphasis—required courses**

|         |   |     |
|---------|---|-----|
| ED 601  | Psychological Foundations of Education .....  | (3) |
| ED 602  | Introduction to Research and Assessment ..... | (3) |
| ED 608A | Self-Assessment Seminar .....                 | (2) |
| ED 608B | Planning, Goal-Setting Seminar .....          | (2) |
| ED 608C | Action Research Seminar .....                 | (2) |
| ED 610  | Teacher Education Institute .....             | (1) |
| ED 612  | Teacher Education Symposium .....             | (1) |

16 units of electives to be selected from the following list:

|         |  |     |
|---------|--|-----|
| PSY 601 | Assessment of Intelligence .....             | (3) |
| PSY 606 | Interpersonal Skills and Group Therapy ..... | (3) |
| PSY 607 | Social Psychology .....                      | (3) |

|         |  |     |
|---------|--|-----|
| PSY 610 | Theories of Personality.....                                     | (3) |
| PSY 656 | Physiological Psychology.....                                    | (3) |
| PSY 657 | Psychopathology.....   | (3) |
| PSY 658 | Individual and Family Development:<br>A Life Cycle Approach..... | (3) |
| PSY 659 | Principles and Theories of Learning.....                         | (3) |
| ED 699  | Independent Study and Selected Topics.....                       | (1) |

## Course Descriptions

### **ED 600 Historical and Philosophical Foundations of Education (3)**

Major philosophical and historical influences are reviewed and applied to current educational movements. This course offers an issues-based study of historical, legal, social, political, and economic perspectives on the role of education and schools in society. These issues include reform movements, standards, testing, the profession of teaching, cultural diversity, equity, gender, mainstreaming, and technology use.

### **ED 601 Psychological Foundations of Education (3)**

Psychological principles as they apply to teaching and learning will be studied in this course. The course is designed to introduce students to the foundations of educational psychology. Past and current theories in educational learning and student development will be covered. Specific attention will focus on examining educational theories and their applicability to ethnic and language minority students.

### **ED 602 Introduction to Research and Assessment (3)**

Various forms of assessment are reviewed with the goal of understanding the purpose of each form of assessment and its proper use and interpretation. Forms of assessment reviewed will include, at a minimum, standardized tests, performance assessment tests, and portfolios. Students will conduct original research in a school setting. Interpretation of the results of that research will be done using spreadsheets and statistical analysis software. Students will also conduct a literature review of research already conducted in their area of study.

### **ED 608A Self-Assessment Seminar (2)**

In this course, students work closely with a faculty advisor to complete a self-assessment, identify personal program goals in regards to the Master of Arts in Education, and develop a plan for a one-year field action research project. The action research project provides the foundation for personal and professional growth throughout the Master's program. This course is conducted in a blended format of 60 percent face-to-face and 40 percent online classes. Class meetings take place in two Saturday face-to-face sessions, followed by online discussions for ongoing advice and support.

### **ED 608B Planning, Goal-Setting Seminar (2)**

608B is a seminar course in which Master of Arts in Education candidates continue to work closely with a faculty advisor to design, implement, and monitor their field action research project, designed to support their professional



program goals. Candidates will meet with their faculty advisor and other MAE candidates in two Saturday sessions and in a series of online discussions to share and discuss their project progress. Prerequisite: ED 608A

### **ED 608C Action Research Seminar (2)**

As the culminating seminar course, MAE candidates complete and share the outcomes and reflections associated with their year-long field action research project. The action research project will provide the foundation for personal and professional growth. Students continue to meet online with their faculty advisor and other students to share and discuss the progress of their project. Ultimately, students meet with their faculty advisor and other students during two Saturday seminars to share and discuss project outcomes, reflections, and implementation goals. Prerequisite: ED 608B

### **ED 610 Teacher Education Institute (1)**

This course orients teacher education students to the process of becoming community teachers. It is grounded in the belief that teaching is a vocation that calls for service to the community and leadership in the profession. Teacher candidates will work collaboratively in a professional community of practice with the purpose of serving K-12 students and their families. Candidates will have opportunities to examine their beliefs about teaching and to become reflective practitioners capable of developing and implementing innovative pedagogy that incorporates the democratic ideals of public education.

### **ED 612 Teacher Education Symposium (1)**

This course provides a capstone experience in which students demonstrate their professional competencies as delineated by the California Commission on Teacher Credentialing (CCTC) Teacher Performance Expectations and Teacher Performance Assessments. These competencies address multiple and overlapping knowledge and skill domains across grade levels and subject matter. Students share projects and research that illustrates their development as research/practitioners. The students will participate in a professional conference environment to present their work. Prerequisites: ED 610, EDTC 611 A, B. Co-requisite: EDTC 611C.

### **EDTP 632 Documenting and Presenting Practice (2)**

This is the companion course to EDTP 631 Introduction to Documenting Practice. In this course teachers construct a portfolio of their teaching practice and make a formal presentation to their peers. A major focus of this course is a well-written, descriptive, and expository paper that presents the backbone of the teaching portfolio.

### **EDTP 635A, B Investigations into Subject Matter, I & II (2, 3)**

This five-unit course unfolds over two terms. In part I, teachers investigate their curriculum to update knowledge and understanding of the content domains, including curriculum standards from national organizations. Part of that investigation includes determining appropriate texts and materials to acquire and study. In part II, teachers integrate knowledge from both subject matter and pedagogy course investigations to propose modifications to their own classroom curriculum. They plan, carry out, and describe a three-week

unit of instruction that reflects these insights, such as one they might choose for the NBPTS requirement.

### **EDTP 636A, B Advances in Pedagogy, I & II (3, 2)**

This course unfolds over two terms as a companion to the two-term course on content. In part I, teachers study their own pedagogy: the beliefs they hold and the actions and decisions they carry out in current classroom practice. They acquire concepts and strategies that underlie terms such as constructivist, student-centered, and teacher as facilitator. Teachers try out, share, and discuss elements of these approaches in small experiments in their own classrooms. In conjunction with their work in Investigations into Subject Matter II, teachers practice the integrated application of pedagogical knowledge in planned instructional activities that are shared and analyzed as cases.

### **EDTP/EDC 639 Mentoring and Team Leadership (3)**

Students study how to effectively mentor and collaborate with others through team building, leadership, and clinical supervision. Students take on a mentor, collaborator, or leadership role in their workplace to plan, implement, reflect, and share reflections of their efforts.

### **EDTC 609 Advanced Study Using Technology to Support Student Learning (3)**

This course provides advanced study in the delivery of comprehensive, specialized use of appropriate computer-based technology to facilitate the teaching and learning process. The course builds upon the knowledge, skills, and abilities acquired by teaching credential candidates during their preliminary credential program. Credential candidates learn how to maximize the instructional process through the appropriate and efficient use of software applications and related media. Those learning tools are used to access and evaluate information, analyze and solve problems, and communicate ideas. Candidates learn how to use technology to support classroom learning, regardless of a student's learning style, socioeconomic background, culture, ethnicity, or geographic location. Students learn to integrate technology-related tools into the educational experience of students, including those with special needs.

### **EDTC 610 Advanced Study of Teaching Special Populations (3)**

Students build upon the knowledge, skills, and abilities acquired during preliminary preparation for teaching K–12 students with disabilities, at-risk students, and gifted and talented students. Candidates become familiar with the statutory provisions of the Individuals with Disabilities Education Act (IDEA), subsequent changes in the act, and any new and/or relevant statutory requirements. Candidates learn the statutory and/or local provisions relating to the education of students who are gifted and talented. Candidates develop skills in how to create an inclusive climate, specialized instruction, and assessment of students with special needs and/or disabilities. Candidates learn instructional strategies to provide K–12 students with disabilities the appropriate learning opportunities to master grade-level, state-adopted academic content standards for students at high performance levels. Candidates learn to establish cooperative and collaborative relationships with community and school professionals

significant to the education of students with disabilities and with students' caregivers, as well as with community and school professionals significant to the education of gifted and talented students.

### **EDTC 612 Advanced Study of Health Education (3)**

Students develop a comprehensive understanding of how to support students' physical, cognitive, emotional, and social well-being. Candidates learn how to promote personal classroom and school safety through prevention and intervention strategies. Candidates study the relationship between student health and student learning and how to access local and community resources to support both. Candidates implement the appropriate elements of the adopted health curriculum and instructional materials for the teaching assignment and study major state and federal laws related to student health and safety, including reporting requirements and parents' rights.

### **EDTC 645 Language Acquisition and Language Arts Methods (4)**

Teacher credential candidates analyze the theories and practices of language acquisition and language arts instruction with reference to traditional and contemporary thought in socio- and psycho-linguistics. Assessment of literary processes are integrated as appropriate. Particular attention is given to cross-curricular and cultural diversity issues in language development and language arts methods for K–12. Attention is also given to the use of technology in language learning. Credential candidates focus on the California Reading/Language Arts content standards found in the 1999 Framework for guidance on curriculum and instruction. Opportunities to apply theory to practice in a tutorial setting are provided.

### **EDTC 672 Cultural Diversity (3)**

This course explores the concept of culture and how it is manifested in our schools, communities, and homes. Focus is placed on helping teacher credential candidates use cultural knowledge for effective teaching and learning in classroom settings. Teacher credential candidates are provided with methods that foster their knowledge of student cultures, the importance of this knowledge, issues and concepts related to cultural contact, and the nature of cultural diversity in California and the United States, including demography and immigration. Instructional strategies include the use of technology tools. Teacher credential candidates are expected to demonstrate the ability to integrate course concepts with the development of a classroom curriculum that promotes cultural understanding and affirmation.

### **EDTC 673 Second Language Development: Theories and Foundation (3)**

Teacher credential candidates need to increase their cultural sensitivity and their knowledge of culturally relevant teaching skills to meet the needs of the linguistically diverse student population that has resulted from the changing demographics in the U.S. and, more particularly, in California. The course is designed to provide students with foundations in the historical, linguistic, legal, pedagogical, and theoretical research as it relates to first and second language development. Emphasis is placed on increasing candidates' understanding of the social and cultural factors affecting the schooling of

language minorities. Credential candidates will understand the strategies and curriculum and instruction outlined in the California English Language Development Standards. Teacher credential candidates will additionally investigate research in English language learning, bilingualism, language structures, and sociocultural variables of language uses.

### **EDTC 674 Second Language Development: Methods and Practice (2)**

This course is designed to follow the theories and foundation course EDTC 673. It provides students with opportunities to apply theories, research, assessment strategies, instructional approaches, and methods through a practicum with learners of English. Credential candidates will work directly with K–12 students in a local public school site for a total of eight weeks. They will be expected to synthesize course concepts into the effective delivery of weekly lessons with learners of English in a practicum setting. Emphasis will be placed on the promotion of cultural, linguistic, and communicative competence and acceptance. Credential candidates will use the strategies and curriculum and instruction outlined in the California English Language Development Standards. The practicum is composed of three components that include: (1) supervised teaching by instructors, (2) effective lesson planning by candidates, (3) and reflective journal entries on each practicum session by candidates.

### **EDTC 677 Environmental and Instructional Strategies for the Diverse Classroom: Multiple Subject (3)**

This course focuses on classroom environment and instructional strategies for the diverse preschool through grade eight and those special situations in which a teacher credential candidate will work. Students acquire skills in SDAIE techniques, classroom management, the creation of lesson plans utilizing a variety of strategies and evaluation methods, and cohesive classroom management. Course work includes all state-mandated content areas and fulfills the EL Authorization requirement for the California Multiple Subject Teaching Credential.

### **EDTC 678 Environmental and Instructional Strategies for the Diverse Classroom: Single Subject (3)**

This course focuses on classroom environment and instructional strategies for the diverse middle school through grade twelve classroom, and those special situations in which a teacher credential candidate will work. Students acquire skills in SDAIE techniques, classroom management, the creation of lesson plans utilizing a variety of strategies and evaluation methods, and cohesive classroom management. Course work includes all state-mandated content areas and fulfills the EL Authorization requirement for the California Single Subject Teaching Credential.

### **EDTC 691 Mathematics and Science Methods for Elementary Schools (3)**

In this course, participants will acquire a conceptual framework and tools to communicate a science and math body of knowledge to students. Participants learn a wide array of teaching methods for mathematics and science associated with the California Mathematics and Science Frameworks, and the California Teacher Performance Expectations related to mathematic

and science. Participants in the course will demonstrate understanding of the interrelationships between computational skills and cognitive understanding, appropriate communication skills using graphs and symbols, and the ability to use technology to enhance students' understanding of mathematic and science.

**EDTC 693 Linking Literature and Composition with History/Social Science: MS (3)**

The California standards for History/Social Sciences and Reading/Language Arts provide the framework for the exploration of child and adolescent literature that has an historical dimension. Teacher credential candidates will review literature with an emphasis on narrative development. Writing genres include the journal, biographical sketch, and memoir. The course will focus on the intellectual, reasoning, reflection, chronological and spatial thinking, research, evidence and point of view.

**EDTC 694 Linking Literature and Composition with Content Area Instruction: SS (3)**

Students learn the value of writing as a form of reflective processing and understanding for single subject students. Various forms of writing including note-taking, observation, reflective writing, learning logs, and double entry journal are explored and evaluated using rubrics created by the candidates.

This course explores the idea that all teachers are teachers of reading. Students learn to authentically connect the CA Reading/Language Arts Framework and Standards with specific content area frameworks. Students review and evaluate child and adolescent literature selections to supplement textbooks and make content area material accessible to all levels of readers within the classroom.

**EDTC 695 Developing Secondary Teaching Methods: Single Subject (3)**

In this course secondary teacher candidates learn to develop research based teaching methods which meet the professional responsibilities outlined by the teaching profession and enable students to learn skills and knowledge outlined by the respective content standards.

**ED 699 Independent Study and Selected Topics (1–5)**

Individual study is conducted involving an examination and analysis of a specific subject area of your choosing under the supervision of an approved instructor. Occasionally, special courses are offered for enrollment.

**PSY 601 Assessment of Intelligence (3)**

Students examine the theory and clinical assessment of cognitive functioning, with emphasis on commonly used instruments, including the Stanford Binet, Wechsler Adult Intelligence Scale, and the Wechsler Intelligence Scale for Children. Practical experiences are offered in administration, scoring, interpretation, and professional report writing.

**PSY 606 Interpersonal Skills and Group Therapy (3)**

This course examines group formats for therapeutic change, personal development, interpersonal skills training, and relationship enhancement. An experiential laboratory group is included.

**PSY 607 Social Psychology (3)**

This survey course focuses on the interrelationships between individuals and the social environment. Students examine the dynamics of interpersonal influence in diverse contexts, including attitude formation and change, persuasion, social cognition, stereotyping and prejudice, obedience and conformity, attraction, altruism and aggression, leadership in groups, and political and health psychology.

**PSY 610 Theories of Personality (3)**

Major theoretical approaches to personality are surveyed from a historical perspective. Emphasis is placed upon contemporary clinical expressions of these approaches and the operation of theoretical assumptions in clinical practice.

**PSY 656 Physiological Psychology (3)**

This course examines a wide range of brain-behavior relationships with specific emphasis on aspects of psychological development and clinical practice. The long-term effects of childhood trauma; the effects of head injury; and the neurological aspects of disorders such as autism, schizophrenia, and depression are also discussed.

**PSY 657 Psychopathology (3)**

This survey course examines the historical and conceptual perspectives on psychopathology and the manner in which these perspectives interface with therapeutic strategies.

**PSY 658 Individual and Family Development: A Life Cycle Approach (3)**

Students study the biological, psychological, and social development of individuals and families throughout the life span. The impacts of experiences such as childbirth, adolescence, marriage, divorce, and aging on individuals and families are explored.

**PSY 659 Principles and Theories of Learning (3)**

This course provides a survey of the field of learning and highlights the relevance of learning for the practice of counseling and psychotherapy.

## Combined Master of Arts in Education and Teaching Credential

Pepperdine has structured course work to facilitate the accomplishment of a Master of Arts degree in conjunction with a teaching credential. Students pursuing this option may complete their M.A. and credential in three terms. Because most of the courses required for the credentials can be applied to the master's, a combination M.A. and teaching credential can be earned with minimal additional courses.

### Mission

The Master of Arts in Education and Teaching Credential Program:

#### **Is A Learning Community Committed To The Education Of The Whole Individual.**

We believe that all coursework must address the holistic needs of our students, exploring the intellectual, spiritual and emotional dimensions of becoming a teacher. We believe that becoming a teacher involves the difficult work of discovering meaning, developing identity and discerning a pedagogical approach.

#### **Is Committed To Praxis – Linking Theory To Practice.**

We believe that teacher candidates learn best when they are engaged with teachers in real classrooms, confronting the daily issues of teaching. Coursework is linked to classroom experiences through rigorous explorations of theoretical foundations, solid research-based methodologies and the art of reflective practice.

#### **Is Engaged In Improving The Educational Opportunities For The Least Well-Served.**

We believe in sustained involvement with urban schools in meeting the needs of all learners, and in that endeavor, work closely with underserved schools in communities surrounding our centers.

#### **Works In Partnership Schools And Communities With Guidance From An Advisory Board.**

We believe in the necessity of authentic collaboration and in the generative power of multiple perspectives. Our advisory board, comprised of educators, community members and stakeholders, is committed to provide the program with external support, accountability and guidance.

### Teaching Credential Programs

All teaching credential programs and the Master of Arts in Education are offered at the West Los Angeles, Encino, Irvine, and Westlake Village Graduate Campuses.

All students entering the credential program or Master of Arts programs are required to have a laptop computer and home access to the Internet. All new students in the Master of Arts in Education and Teaching Credential programs

are required to attend the Teacher Education Institute as part of their new student orientation at each campus. Special computer and software packages are available to full time students through the Pepperdine Computer Store.

Effective fall 2003, Pepperdine University's program reflects State Senate Bill 2042 that grants a preliminary credential with English Learner Authorization (ELL). For updates, see the California Commission on Teacher Credentialing at <http://www.ctc.ca.gov>. Students enrolled in the SB2042 teacher preparation program (admitted fall 2003 or after) must complete all course work in residence. No waiver or transfer credits will be allowed.

### **Multiple Subject Credential**

The multiple subject teaching credential is generally considered to be an elementary school credential, most applicable to kindergarten and grades 1 through 6, where traditionally one classroom teacher is responsible for multiple subjects in the curriculum. Nevertheless, this credential entitles the holder to teach a self-contained program, individually or as part of a teaching team, from preschool through grade 12.

Multiple subject credential candidates must establish subject matter competence in the broad range of school curricula and teaching topics by passing the California Subject Examination for Teachers (CSET), which is offered regularly throughout the region by National Evaluation Systems, Inc. (NES). The state of California requires that students must have established subject matter competence before they may enroll in EDTC 680 or EDTC 681. This is a state requirement and cannot be waived. Other qualifications may need to be met through course work and/or tests. Students may discuss additional requirements with a Student Services Advisor.

### **Single Subject Credential**

Single subject credential candidates may teach a single subject, specified on the credential, from preschool through grade 12. However, this credential is generally recognized as most appropriate for the middle and secondary schools, grades 7 through 12.

Single subject credential candidates must establish subject matter competence in their chosen field in one of two ways. First, students may obtain a subject matter competency statement from the approved California undergraduate program from which they obtained their bachelor's degree. The second and more common path is to take and pass the CSET as appropriate to the content area. Bulletins for all competency tests are available online. Students must have established subject matter competency before they may enroll in EDTC 683 or EDTC 684. This is a state requirement and cannot be waived. Students may discuss additional requirements with a Student Services Advisor.

### **The Pepperdine University Intern Program**

The Pepperdine University Intern Program supports Pepperdine's Master's in Education with Teaching Credential (MAETC) students to work as full-time, salaried teachers while pursuing an SB2042 Preliminary Teaching Credential. It is ideal for those students with prior teaching experience although this is not a



requirement. Applicants to the program must be employed by or have an offer of full-time employment from a participating school district.

Requirements:

Bachelors degree

Acceptance into the MAETC program

Passage of the California Basic Educational Skills Test

Passage of the California Subject Examinations for Teachers

Passage of an US Constitution exam or course

Enrollment in the University Intern Workshop

Employment with a participating public school district

### **Pepperdine Alternate Certificate Credential Program (PACCP) for Private School (K–12) Teachers**

#### **Private School Full Time Teachers**

The Graduate School of Education and Psychology field personnel, in conjunction with private school personnel at the school site, supervise the first student teaching phase at the private school where the teacher is working on contract basis in the grades and subjects appropriate to the multiple or single subject credential sought. Prior to acceptance for student teaching assignments, private schools must be reviewed and approved for accreditation and evidence of implementing a California Department of Education-approved California Standards-based curriculum. Pepperdine's field supervisor and school personnel at the school site work together to provide supervision for the teacher in the classroom. Students pay for a four-unit assignment for each of three phases of student teaching. The last phases of student teaching must be completed in a California public school. For this purpose, July/August placements in public schools are reserved for private school personnel.

#### **Requirements for Those Currently Teaching in a Private School:**

1. Acceptance to the single or multiple subject credential program.
2. PACCP application for admittance into student teaching prior to the established deadline for each term. All candidates must meet the existing eligibility requirements for the program.
3. Prior to the second student teaching phases (EDTC 680/683), the teacher must pass the CBEST and CSET (as appropriate to content area). Completion of a subject matter competence-waiver program is also accepted in lieu of the CSET for single subject credential candidates only.
4. Student Teaching Clearance: Certificate of Clearance, freedom from tuberculosis verification, and approved exemption as applicable and described in #5 below.
5. Exemption may be given, based on classroom experience, for the first phase of student teaching. Students should refer to the credential candidate section of their GSEP Student Handbook for eligibility.

## Admission Requirements

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from the institution that awarded the baccalaureate degree to the applicant, as well as all transcripts from all other colleges or universities attended.
- Two professional recommendations attesting to the applicant's competencies, character, and potential and/or ability as an educator.
- A one- to two-page Statement of Educational Purpose reflecting an understanding and response to the MA in Education/Teaching Credential Mission (see page 79) as it applies to applicant's goals.
- A photocopy of any currently held teaching, instructional, or services credential(s), if any.
- Statement of Responsibility.
- An official California Basic Educational Skills Test (CBEST) passing transcript or proof of registration. (An original or photocopy of the "Passing Status Transcript Copy" is required even if NES has been asked to send Pepperdine the test group report.)
- A copy of passing transcript or proof of registration for Subject Matter Competence examination (e.g., CSET). The original passing transcript is required even if NES has been asked to send Pepperdine the test group report.

## Course Requirements

### Multiple Subject Credential Required Course Work

|               |   |         |
|---------------|---|---------|
| ED 600        | Historical and Philosophical Foundations of Education .....                                       | (3)     |
| ED 601        | Psychological Foundations of Education .....  | (3)     |
| ED 602        | Introduction to Research and Assessment .....   | (3)     |
| ED 610        | Teacher Education Institute .....   | (1)     |
| ED 612        | Teacher Education Symposium .....   | (1)     |
| EDTC 611A,B,C | Teacher Identity and Vocation .....   | (1,1,1) |
| EDTC 645      | Language Acquisition and Language Arts Methods .....  | (4)     |
| EDTC 672      | Cultural Diversity .....  | (3)     |
| EDTC 673      | Second Language Development:<br>Theories and Foundations .....                                    | (3)     |
| EDTC 674      | Second Language Development: Methods and Practice .....   | (2)     |
| EDTC 677      | Environmental and Instructional Strategies for the Diverse<br>Classroom: Multiple Subject .....   | (3)     |
| EDTC 679      | Introduction to Student Teaching:<br>Observation and Participation in the Elementary School ..... | (4)     |
| EDTC 680      | Student Teaching in the Elementary School .....   | (4)     |

|          |  |     |
|----------|--|-----|
| EDTC 681 | Advanced Student Teaching in the Elementary School.....        | (4) |
| EDTC 691 | Mathematics and Science Methods for Elementary Schools..       | (3) |
| EDTC 693 | Linking Literature and Composition with History/Social Science | (3) |

### Single Subject Credential Required Course Work

|               |  |         |
|---------------|--|---------|
| ED 600        | Historical and Philosophical Foundations of Education .....                                      | (3)     |
| ED 601        | Psychological Foundations of Education .....   | (3)     |
| ED 602        | Introduction to Research and Assessment .....  | (3)     |
| ED 610        | Teacher Education Institute .....  | (1)     |
| ED 612        | Teacher Education Symposium .....  | (1)     |
| EDTC 611A,B,C | Teacher Identity and Vocation.....   | (1,1,1) |
| EDTC 645      | Language Acquisition and Language Arts Methods.....  | (4)     |
| EDTC 672      | Cultural Diversity .....   | (3)     |
| EDTC 673      | Second Language Development:<br>Theories and Foundations .....                                   | (3)     |
| EDTC 674      | Second Language Development: Methods and Practice.....   | (2)     |
| EDTC 678      | Environmental and Instructional Strategies<br>for the Diverse Classroom: Single Subject.....     | (3)     |
| EDTC 682      | Introduction to Student Teaching: Observation and<br>Participation in the Secondary School ..... | (4)     |
| EDTC 683      | Student Teaching in the Secondary School .....   | (4)     |
| EDTC 684      | Advanced Student Teaching in the Secondary School .....  | (4)     |
| EDTC 694      | Linking Literature and Composition with Content Area<br>Instruction: Single Subject .....        | (3)     |
| EDTC 695      | Developing Secondary Teaching Methods: Single Subject ....                                       | (3)     |

## Course Descriptions

### ED 600 Historical and Philosophical Foundations of Education (3)

Major philosophical and historical influences are reviewed and applied to current educational movements. This course offers an issues-based study of historical, legal, social, political, and economic perspectives on the role of education and schools in society. These issues include reform movements, standards, testing, the profession of teaching, cultural diversity, equity, gender, mainstreaming, and technology use.

### ED 601 Psychological Foundations of Education (3)

Psychological principles as they apply to teaching and learning will be studied in this course. The course is designed to introduce students to the foundations of educational psychology. Past and current theories in educational learning and student development will be covered. Specific attention will focus on examining educational theories and their applicability to ethnic and language minority students.

### ED 602 Introduction to Research and Assessment (3)

Various forms of assessment are reviewed with the goal of understanding the purpose of each form of assessment and its proper use and interpretation. Forms of assessment reviewed will include, at a minimum, standardized tests,

performance assessment tests, and portfolios. Students will conduct original research in a school setting. Interpretation of the results of that research will be done using spreadsheets and statistical analysis software. Students will also conduct a literature review of research already conducted in their area of study.

### **ED 610 Teacher Education Institute (1)**

This course orients teacher education students to the process of becoming community teachers. It is grounded in the belief that teaching is a vocation that calls for service to the community and leadership in the profession. Teacher candidates will work collaboratively in a professional community of practice with the purpose of serving K-12 students and their families. Candidates will have opportunities to examine their beliefs about teaching and to become reflective practitioners capable of developing and implementing innovative pedagogy that incorporates the democratic ideals of public education.

### **ED 612 Teacher Education Symposium (1)**

This course provides a capstone experience in which students demonstrate their professional competencies as delineated by the California Commission on Teacher Credentialing (CCTC) Teacher Performance Expectations and Teacher Performance Assessments. These competencies address multiple and overlapping knowledge and skill domains across grade levels and subject matter. Students share projects and research that illustrates their development as research/practitioners. The students will participate in a professional conference environment to present their work. Prerequisites: ED 610, EDTC 611A, B taught by the same instructor. Co-requisite: EDTC 611C.

### **EDTC 611A Teacher Identity and Vocation (1)**

This course is part one of a three-part course presented each semester. It focuses on developing professional identity and increasing students understanding of teaching as a vocation. The course embeds Pepperdine's mission of service, purpose, and leadership as participants are guided to construct their unique professional identity. The core learning outcomes articulated by the Interstate New Teacher Assessment and Support Consortium (INTASC) are addressed. Participants apply the knowledge and skills they are acquiring in their coursework to their school settings.

### **EDTC 611B Teacher Identity and Vocation (1)**

This course is part two of a three-part course presented each semester. It focuses on further developing professional identity and increasing students understanding of teaching as a vocation. The course embeds Pepperdine's mission of service, purpose, and leadership as participants are guided to revise and refine their professional identity. The dispositions of INTASC are further developed and applied as students participate more fully in their school community. Prerequisite: EDTC 611A taught by the same instructor.

### **EDTC 611C Teacher Identity and Vocation (1)**

This course is part three of a three-part course presented each semester. It focuses on further developing professional identity increasing students understanding of teaching as a vocation. The course embeds Pepperdine's mission of service, purpose, and leadership. Students are now fully participating

in school communities and this course supports the evolution of their professional identity to include the various roles that teachers have within a school community. Prerequisite: EDTC 611B taught by the same instructor.

#### **EDTC 645 Language Acquisition and Language Arts Methods (4)**

Teacher credential candidates analyze the theories and practices of language acquisition and language arts instruction with reference to traditional and contemporary thought in socio- and psycho-linguistics. Assessments of literary processes are integrated as appropriate. Particular attention is given to cross-curricular and cultural diversity issues in language development and language arts methods for K–12. Attention is also given to the use of technology in language learning. Credential candidates focus on the California Reading/Language Arts content standards found in the 1999 Framework for guidance on curriculum and instruction. Opportunities to apply theory to practice in a tutorial setting are provided.

#### **EDTC 672 Cultural Diversity (3)**

This course explores the concept of culture and how it is manifested in our schools, communities, and homes. Focus is placed on helping teacher credential candidates use cultural knowledge for effective teaching and learning in classroom settings. Teacher credential candidates are provided with methods that foster their knowledge of student cultures, the importance of this knowledge, issues and concepts related to cultural contact, and the nature of cultural diversity in California and the United States, including demography and immigration. Instructional strategies include the use of technology tools. Teacher credential candidates are expected to demonstrate the ability to integrate course concepts with the development of a classroom curriculum that promotes cultural understanding and affirmation.

#### **EDTC 673 Second Language Development: Theories and Foundation (3)**

Teacher credential candidates need to increase their cultural sensitivity and their knowledge of culturally relevant teaching skills to meet the needs of the linguistically diverse student population that has resulted from the changing demographics in the U. S. and, more particularly, in California. The course is designed to provide students with foundations in the historical, linguistic, legal, pedagogical, and theoretical research as it relates to first and second language development. Emphasis is placed on increasing candidates' understanding of the social and cultural factors affecting the schooling of language minorities. Credential candidates will understand the strategies and curriculum and instruction outlined in the California English Language Development Standards. Teacher credential candidates will additionally investigate research in English language learning, bilingualism, language structures, and sociocultural variables of language uses. Prerequisite: ED 601, EDTC 672. Pre/Co-requisite: EDTC 645.

#### **EDTC 674 Second Language Development: Methods and Practice (2)**

This course is designed to follow the theories and foundation course EDTC 673. It provides students with opportunities to apply theories, research,

assessment strategies, instructional approaches, and methods through a practicum with learners of English. Credential candidates will work directly with K–12 students in a local public school site for a total of eight weeks. They will be expected to synthesize course concepts into the effective delivery of weekly lessons with learners of English in a practicum setting. Emphasis will be placed on the promotion of cultural, linguistic, and communicative competence and acceptance. Credential candidates will use the strategies and curriculum and instruction outlined in the California English Language Development Standards. The practicum features three components: (1) supervised teaching by instructors, (2) effective lesson planning by candidates, (3) and reflective journal entries on each practicum session by candidates. Prerequisite: EDTC 673.

**EDTC 677 Environmental and Instructional Strategies for the Diverse Classroom: Multiple Subject (3)**

This course focuses on classroom environment and instructional strategies for the diverse preschool through grade eight, and those special situations in which a teacher credential candidate will work. Students acquire skills in SDAIE techniques, classroom management, the creation of lesson plans utilizing a variety of strategies and evaluation methods, and cohesive classroom management. Course work includes all state-mandated content areas and fulfills the EL Authorization requirement for the California Multiple Subject Teaching Credential.

**EDTC 678 Environmental and Instructional Strategies for the Diverse Classroom: Single Subject (3)**

This course focuses on classroom environment and instructional strategies for the diverse middle school through grade 12 classroom and those special situations in which a teacher credential candidate will work. Students acquire skills in SDAIE techniques, classroom management, the creation of lesson plans utilizing a variety of strategies and evaluation methods, and cohesive classroom management. Course work includes all state-mandated content areas and fulfills the EL Authorization requirement for the California Single Subject Teaching Credential.

**EDTC 679 Introduction to Student Teaching: Observation and Participation in the Elementary School (4)**

This course is for those seeking a Multiple Subject Teaching Credential. Students are introduced to classroom practice through structured on-site activities ranging from observation of classes to whole-class lesson instruction. In addition, students attend a University-based seminar that relates educational theory to classroom practice.

**EDTC 680 Student Teaching in the Elementary School (4)**

This course is for those seeking a Multiple Subject Teaching Credential. Students teach under supervision at selected sites. Brief observation precedes developing and teaching lessons under supervision. Teaching moves from individual instruction to small-group and whole-class instruction. Each student must teach a minimum of two weeks full time in a classroom

setting. In addition, students attend a University-based seminar that relates education theory to classroom practice. Prerequisite: EDTC 679.

#### **EDTC 681 Advanced Student Teaching in the Elementary School (4)**

This course is for those seeking a Multiple Subject Teaching Credential. Students teach under supervision at selected sites. Brief observation precedes developing and teaching units under supervision. Teaching moves from individual instruction to small-group and whole-class instruction. Each student must teach a minimum of two weeks full time in a classroom setting. Students attend a University-based seminar that relates educational theory to classroom practice. In addition, students complete professional portfolios, job interviewing techniques, and an exit interview. Prerequisite: EDTC 680.

#### **EDTC 682 Introduction to Student Teaching: Observation and Participation in the Secondary School (4)**

This course is for those seeking a Single Subject Teaching Credential. Classroom practice is introduced to students through structured on-site activities ranging from observation of classes to whole-class lesson instruction. Students also attend a University-based seminar that relates educational theory to classroom practice.

#### **EDTC 683 Student Teaching in the Secondary School (4)**

This course is for those seeking a Single Subject Teaching Credential. Students teach under supervision at selected sites. Brief observation precedes developing and teaching lessons under supervision. Teaching moves from individual instruction to small-group and whole-class instruction. Each student must teach a minimum of two weeks full time in a classroom setting. In addition, students attend a University-based seminar that relates educational theory to classroom practice. Prerequisite: EDTC 682.

#### **EDTC 684 Advanced Student Teaching in the Secondary School (4)**

This course is for those seeking a Single Subject Teaching Credential. Students teach under supervision at selected sites. Brief observation precedes developing and teaching lessons under supervision. Teaching moves from individual instruction to small-group and whole-class instruction. Each student must teach a minimum of two weeks full time in a classroom setting. In addition, students attend a University-based seminar that relates educational theory to classroom practice. Preparation for each student's job search is conducted through completion of a professional portfolio, job interviewing guidance, and an exit interview. Prerequisite: EDTC 683.

#### **EDTC 691 Mathematics and Science Methods for Elementary Schools (3)**

In this course, participants will acquire a conceptual framework and tools to communicate a science and math body of knowledge to students. Participants learn a wide array of teaching methods for mathematics and science associated with the California Mathematics and Science Frameworks, and the California Teacher Performance Expectations related to mathematic and science. Participants in the course will demonstrate understanding of the interrelationships between computational skills and

cognitive understanding, appropriate communication skills using graphs and symbols, and the ability to use technology to enhance students' understanding of mathematic and science.

**EDTC 693 Linking Literature and Composition with History/Social Science: MS (3)**

The California standards for History/Social Sciences and Reading/Language Arts provide the framework for the exploration of child and adolescent literature that has an historical dimension. Teacher credential candidates will review literature with an emphasis on narrative development. Writing genres include the journal, biographical sketch, and memoir. The course will focus on the intellectual, reasoning, reflection, chronological and spatial thinking, research, evidence and point of view.

**EDTC 694 Linking Literature and Composition with Content Area Instruction: SS (3)**

Students learn the value of writing as a form of reflective processing and understanding for single subject students. Various forms of writing including note-taking, observation, reflective writing, learning logs, and double entry journal are explored and evaluated using rubrics created by the candidates.

This course explores the idea that all teachers are teachers of reading. Students learn to authentically connect the CA Reading/Language Arts Framework and Standards with specific content area frameworks. Students review and evaluate child and adolescent literature selections to supplement textbooks and make content area material accessible to all levels of readers within the classroom.

**EDTC 695 Developing Secondary Teaching Methods: Single Subject (3)**

In this course secondary teacher candidates learn to develop research based teaching methods which meet the professional responsibilities outlined by the teaching profession and enable students to learn skills and knowledge outlined by the respective content standards.



## Master of Arts in Educational Technology (Online)

Pepperdine offers an advanced Master of Arts program for professionals with at least three years of experience in learning settings. The Master of Arts in Educational Technology offers the opportunity to develop skills and knowledge about the current and near future technologies and their role in learning settings.

Students in this program break barriers with electronic networking. Connecting with the larger professional community, working on meaningful projects in collaboration with peers and faculty, and reflecting on those experiences enable students to construct a deeper understanding of subject matter than in traditional graduate settings.

The program has been designed as a distance-learning program; 85% of instructional contact is conducted on-line. The balance of contact time takes place in three mandatory face-to-face meetings. The first is a prerequisite, five-day VirtCamp® held in mid- to late July. There, students learn the technology tools that will be required for successful online work and meet fellow students and faculty. The second meeting occurs in the middle of the program, in conjunction with a regional or national educational technology conference. The final June meeting includes a public exhibition of students' yearlong work. Online course work occurs both asynchronously and synchronously, through threaded discussions, Web pages, and real-time class "chat" in a virtual environment.

The technology specialization supports two broad themes: learning and leadership. Students learn how technology can support innovative ideas in learning environments—constructivism, alternative assessment, collaboration, and community—by experiencing these directly as learners in real and virtual classrooms. The program also prepares students to lead others, develop colleagues, manage resources, make technology decisions, support organizational knowledge—sharing, and secure project funding. Students work with multimedia, groupware, and Net-based applications and hardware and become fully engaged in an electronic learning community.

An important distinction in this program is the yearlong Action Research Project (ARP) undertaken by each student. The ARP requires students to design, implement, analyze, revise, and support a workplace intervention to improve local practice. The ARP serves as the backbone activity of the entire program. Each group of students is assigned to an ARP seminar professor who stays with the group for the duration of the program, providing instruction and support for students' ARP efforts. The June exhibition is the occasion at which students share their project work with faculty, other students, invited guests, and invited media representatives.

All courses for this 30-unit program are taken with a cohort of students, with no more than 25 in each group. Annual intake for the program is in summer, with the VirtCamp® taking place in July.

## Technology Requirements

All students entering the Master of Arts program are required to purchase or upgrade a laptop computer to meet specifications. (Technology specifications are available upon admission to the program.) Students must also have home access to the Internet. Students are required to participate in a week-long VirtCamp®, intended to prepare them to work successfully online. Special computer and software packages are available to full time students through the Pepperdine University Computer Store and vendor partners.

## Continuation in Program

The faculty is committed to the attainment of the highest academic standards. Each student is expected to attain an overall grade of “B” or higher. A grade below “C” or disruptive conduct requires an immediate faculty review of the student’s suitability to continue master’s studies and may result in recommendation of dismissal to the associate dean. Any student who receives a grade of “C” in any two courses will be dismissed from the program.

## Admission Requirements

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a sealed envelope from the accredited institution that awarded the baccalaureate degree to the applicant. Transcripts from all other colleges or universities attended are recommended.
- Two letters of recommendation attesting to the applicant’s potential or ability to become an educator and leader in educational technology as well as the applicant’s character. One of the letters of recommendation must come from a local mentor/sponsor/ supervisor with whom the applicant works.
- A three-part statement describing: (1) vision for technology in educational settings, (2) experience/background in technology, and (3) personal goals related to the pursuit of this degree.
- Personal interviews are required for all qualified candidates who apply for the program.

## Course Requirements

All courses for this 30-unit program are taken with the same cadre of peers. The program spans two summer terms starting in July with VirtCamp®, followed by EDC 638A and EDC 641 in August. The rest of the program tracks with the regular terms.

### Summer I (Late start in mid-July)

|          |   |     |
|----------|---|-----|
| EDC 638A | Participatory Action Research .....                     | (1) |
| EDC 640  | Virtcamp®(1).....                                       | (1) |
| EDC 641  | Introduction to Distributed Learning Environments ..... | (2) |

**Fall**

|          |                                     |     |
|----------|-------------------------------------|-----|
| EDC 638B | Participatory Action Research ..... | (2) |
| EDC 633  | Educating Today's Learner.....      | (3) |
| EDC 664  | Learning and Technology.....        | (4) |

**Spring**

|          |                                     |     |
|----------|-------------------------------------|-----|
| EDC 638C | Participatory Action Research ..... | (2) |
| EDC 639  | Mentoring and Team Leadership ..... | (3) |
| EDC 665  | Curriculum and Technology.....      | (3) |

**Summer II**

|          |   |     |
|----------|---|-----|
| EDC 638D | Participatory Action Research .....             | (2) |
| EDC 667  | Leadership and Educational Technology .....     | (4) |
| EDC 668  | Managing Learning Technologies for Change ..... | (3) |

## Course Descriptions

### EDC 633 Educating Today's Learner (3)

In this course, students deepen their knowledge of social, cultural, and psychological dimensions of learning in order to strengthen their ability to form productive relationships with learners. Students study learners as members of sociocultural and economic systems. Students carry out and study learning activities in their local setting.

### EDC 638 A, B, C, D Participatory Action Research (1,2,2,2)

This course provides students with concepts, strategies, and tools for planning and carrying out systematic investigations of practice in their own work setting. As part of the course, students will partner with a cadre peer or workplace colleague to conduct a research project focused on their efforts at making change in their personal practice or their workplace.

### EDTP/EDC 639 Mentoring and Team Leadership (3)

Students study how to effectively mentor and collaborate with others through team building, leadership, and clinical supervision. Students take on a mentor, collaborator, or leadership role in their workplace to plan, implement, reflect, and share reflections of their efforts.

### EDC 640 VirtCamp® (1)

This course is a lab companion to EDC641, Introduction to Distributed Learning Environments. The course takes place during face-to-face VirtCamp® for entering master's students in Educational Technology and is open only to those students. The lab offers hands-on immersive experiences with synchronous and asynchronous tools for networked learning and introduces students to the theoretical framework that these tools support. Students must pass this course to continue in the online program. This lab section is offered as a credit/no credit course. Students will incur travel costs. (Varies in relation to airline, hotel, food, venue, and materials.)

**EDC 641 Introduction to Distributed Learning Environments (3)**

This course introduces students to a view of technology as an environment for enabling collaborative work and learning, as a tool for sharing knowledge, and as media for communicating understanding. The course begins at VirtCamp<sup>®</sup> for entering master's students in educational technology and is open only to those students. EDC640 is a mandatory companion lab. Students must pass this course to continue in the online program.

**EDC 664 Learning and Technology (4)**

This course is designed to advance the quality and effectiveness of teaching by expanding the teacher's knowledge of technology from each of three related perspectives: as a tool, medium, and setting for learning. Students construct Web-based activities and experience the use of digital media in learning and teaching.

**EDC 665 Curriculum and Technology (3)**

This course focuses on the role of technology in curricula. Students examine existing and cutting-edge technology tools in light of their relevance to and role in supporting K–12 or higher education curricula. Students explore technology assessment systems from integrated learning systems to portfolio formats. Students determine the resource needs of classrooms and schools and construct a rationale for the resources required to create an optimal learning environment relevant to an information and communication society. Students develop a case study of their own institutional setting.

**EDC 667 Leadership and Educational Technology (4)**

This course focuses on concepts and strategies necessary to step into a leadership role in the integration and application of technology and learning. Topics include strategic planning, leadership styles, institution change process, and policy issues in educational technology. Students create and share a vision of educational technology for their workplace, generate a technology plan that supports that vision, and write a proposal seeking funding for all or part of that plan.

**EDC 668 Managing Learning Technologies for Change (3)**

This course advances technical and procedural knowledge beyond that required in other courses in the program. Students design learning settings for the near future, incorporating cutting-edge and emergent technologies into a plan for implementation. In addition, students explore strategies for retrofitting physical plants, upgrading technology workstations, and negotiating with vendors and business partners. Students explore the internal and external workplace support systems and collaborators. Students are expected to incorporate work and ideas from the companion course, EDC 667.

## **Educational Leadership Academy: Master of Science in Administration and Preliminary Administrative Services Credential**

The mission of the Educational Leadership Academy is to develop individuals who are capable of and committed to taking action to create schools that work for everyone in our diverse society. A single-track leadership program, the Educational Leadership Academy is offered each year to carefully selected, currently practicing, highly committed educators who desire an intense, personally transforming, team-based leadership program. All courses are taken with a team of graduate students who serve as a support group for each other in this concentrated three-term program.

The Master of Science in Administration and Preliminary Administrative Services Credential program includes three days of visiting exemplary schools, conferences, and interaction with outstanding administrators. The program prepares teachers to become principals, site-based managers, and other school leaders. Graduates will be eligible for the Preliminary Administrative Services Credential, which qualifies recipients to serve as public school administrators or supervisors at any level in elementary or secondary schools. Classes are offered on weeknights and weekends.

### **Preliminary Administrative Services Credential (Tier I)**

Graduates who have completed the University program for the Preliminary Administrative Services Credential must meet the following Commission on Teacher Credentialing requirements prior to application for the credential:

- Pass the California Basic Educational Skills Test (CBEST).
- Possess a valid California Teaching, Pupil Personnel Services, Health Services, Speech Pathology, Librarianship, Designated Subjects, or Clinical Rehabilitative Services Credential.
- Possess a minimum of three years of experience, teaching full time in public schools or in private schools of equivalent status, or three years of experience under one of the applicable credentials listed as an Admission requirement. It is recommended that teachers interested in administrative or supervisory positions have extensive teaching and some quasi-administrative experience before applying to begin course work leading to the California Preliminary Administrative Services Credential.

Upon successful completion of the program and application to the State of California, applicants will receive a Certificate of Eligibility from the Commission on Teacher Credentialing. This document will permit credential candidates to seek an administrative position. This Certificate of Eligibility will have no expiration date. After obtaining a position requiring an administrative credential, the candidate and the employing school district will sign the Certificate of Eligibility and return it to the Commission, at which time a Preliminary Tier I Administrative Services Credential will be issued. Credential requirements for

the second tier credential, the Professional Clear Administrative Services Credential, must be completed within five years of the date of issuance of the Preliminary Administrative Services Credential.

## **Admission Requirements**

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from a regionally accredited institution that awarded the baccalaureate degree and the completed credential program. Additional transcripts may also be requested.
- Two professional recommendations that address the applicant's personal character, ability as an educator, and potential as an educational leader.
- A one- to two-page statement of educational purpose addressing topics such as future career objectives, issues in education, and issues in educational leadership.
- A signed Supervising Administrator's Consent form indicating the support of the principal or supervising administrator under whom the administrative field work will be accomplished. The California Commission on Teacher Credentialing requires that administrative field work experiences be conducted under the guidance, supervision, and evaluation of a site administrator, who holds the Administrative Services Credential in California, as well as a University advisor. The purpose of the consent form is to confirm the site administrator's willingness to plan with, supervise, counsel, and evaluate the applicant (as well as the applicant's experience and assignment).
- A signed Work Experience and Commitment form that serves as a record of full time assignments in the K–12 setting.

### **Applicants pursuing the Preliminary Administrative Services Credential are also required to submit the following:**

- A photocopy of any of the following credentials held: California Teaching, Pupil Personnel Services, Health Services, Speech Pathology, Librarianship, Designated Subjects, or Clinical Rehabilitative Services Credential.
- An official California Basic Educational Skills Test (CBEST) transcript as proof of passage. (An original or photocopy of the "Passing Status Transcript Copy" card is required even if NES has been asked to send Pepperdine the test group report.)
- Statement of Responsibility (form is provided in the Application for Admission)

### **Accepted students for the MS in Administration must**

- Submit a nonrefundable deposit indicating their intent to enroll, which will be applied toward tuition.
- Have a laptop computer and software that meet specified requirements.

## Course Requirements

This 30-unit course of study includes the following courses:

|              |   |       |
|--------------|---|-------|
| EDSM 620     | Foundations of Inquiry and Field Experience .....   | (2)   |
| EDSM 621     | Foundations of Inquiry and Field Experience .....   | (2)   |
| EDSM 622     | Foundations of Inquiry and Field Experience .....   | (2)   |
| EDSM 647 A,B | Understanding Self and Others.....                  | (3,3) |
| EDSM 648 A,B | Understanding Teaching and Learning .....           | (3,3) |
| EDSM 649 A,B | Understanding Environments.....                     | (3,3) |
| EDSM 650     | Understanding and Transforming Organizations.....   | (4)   |
| EDSM 651     | Developing a Vision for Educational Leadership..... | (1)   |
| EDSM 652     | Evaluating, Revisioning, and Planning.....          | (1)   |

## Course Descriptions

### **EDSM620, 621, 622 Foundations of Inquiry and Field Experience (2,2,2)**

This three-part series of courses provides candidates with an opportunity to participate in leadership field experience under the joint direction, guidance, and evaluation of a credentialed administrator and a University faculty advisor. Enrollment requires written approval by the administrator of the candidate's work site. This approval includes the willingness to provide administrative field experience, guidance, and supervision to the candidates on a regular basis. Each candidate develops a field experience plan with specific objectives to be accomplished. Central to field experience is the expectation for each candidate to identify a compelling need at their school/organization and to construct and lead a project addressing that need and providing the candidate with the opportunity to demonstrate leadership knowledge, skills, and dispositions. Candidates will learn the basic principles of inquiry/action research and data-based decision-making to guide the construction and implementation of their leadership projects. Opportunities will be provided for candidates to assess, interpret, share, and use data for planning, action, and evaluation in support of their leadership projects and in preparation for their future roles as educational leaders.

### **EDSM 647A, B Understanding Self and Others: An Inquiry into the Historical, Philosophical, and Cultural Underpinnings of Educational Leadership (3, 3)**

This two-term strand focuses on developing self-reflection and an appreciation for the perspectives and contributions of others. Students explore the history of American education and its philosophical foundations as well as the nature of our richly diverse multicultural society, including the essential leadership and communication skills, attitudes, behaviors, and knowledge base from which they are derived. Students complete a leadership project that reflects their new understanding.

### **EDSM 648A, B Understanding Teaching and Learning: Leading and Supervising the Educational Process (3, 3)**

This two term strand develops instructional leadership by creating a technical core of knowledge and skills within teaching and learning. Students learn

to model research-based instructional practice in order to lead professional development and supervise instruction with intention and purpose. Students will articulate an educational vision, disaggregate assessment data, construct a comprehensive professional development plan, and apply cognitive coaching as a tool to promote metacognition and reflection.

**EDSM 649A, B Understanding Environments: An Analysis of the Social, Political, Economic, and Legal Forces on Education (3, 3)**

This two-term strand of study investigates the environmental forces that impact the school. Schools are an integral part of a larger society. The social, political, cultural, legal, and economic issues affecting our world directly influence the planning and day-to-day operation of the school. The practical component of the course uses technology as a tool for the collection, analysis, and interpretation of legal, political, cultural, and financial data. Students interpret their vision in light of available resources and legal constraints.

**EDSM 650 Understanding and Transforming Organizations (4)**

This course is designed to help students understand schools as organizations and social systems. Students explore organizations from human resource, structural, political, and symbolic perspectives. They use these understandings to learn how to transform educational institutions.

**EDSM 651 Developing a Vision for Educational Leadership (1)**

This seminar introduces a strategy for developing a personal vision for educational leadership. Students analyze a variety of educational visions and develop their own preliminary vision for a school that works for everyone in our diverse society. Students learn the power of holding a compelling vision for school leadership.

**EDSM 652 Evaluating, Revisioning, and Planning (1)**

This seminar introduces a strategy for developing a personal vision for educational leadership. Students analyze a variety of educational visions and develop their own preliminary vision for a school that works for everyone in our diverse society. Students learn the power of holding a compelling vision for school leadership. Prerequisites: EDSM 620, 621, 647A/B, 648A/B, 649A/B, 651. Co-requisites: EDSM622, 650



## Doctor of Education

The field of education needs professionals capable of providing a rapidly changing world with innovative and creative leadership. The call from the profession is for a multidisciplinary doctoral program that will provide forward-looking educational managers with the skills needed to organize people effectively, while still offering the kind of instructional leadership required to meet the needs of a population for which personalized education will be commonplace.

The school's mission through the doctoral program is to prepare practitioners with relevant skills, knowledge, and values to assume leadership roles and effect change in organizations. The high level of individual interaction between students and faculty allows Pepperdine to model strategies for students to immediately apply in the workplace. Students enroll in one of four programs:

- Educational Leadership, Administration, and Policy
- Educational Technology
- Organization Change
- Organizational Leadership

Classes in the Organizational Leadership program are offered on weeknights and occasional weekends while classes in the Educational Leadership, Administration, and Policy; Educational Technology; and Organization Change programs are offered in nontraditional delivery modes. Specific objectives of the programs include the following:

- To prepare students to use human relations skills that will enable them to function effectively as problem solvers and leaders of people.
- To prepare students to analyze and, if need be, synthesize institutional arrangements using the latest administrative and organizational development theories.
- To prepare students to use educational research as a problem-solving tool and be able to evaluate, interpret, and apply the research findings of others to improve existing programs in an educational or professional setting.
- To foster in students an understanding of the complexities of educating and/or managing a multicultural population of diverse age and socioeconomic status.
- To prepare students to diagnose the curricular and/or professional needs of various student groups and to guide human beings toward innovative and valid goals.

Applicants are expected to demonstrate knowledge of administrative processes through successful professional experience or its equivalent in an organizational setting. Also required is demonstrated knowledge of the teaching and learning processes based on successful teaching experience.

Students are encouraged to become familiar with current and future computer software applications programs as tools during their course of study and

after graduation. Following all course work, passage of the comprehensive examinations, and acceptance of a satisfactory dissertation proposal by the dissertation committee, students are advanced to the status of Degree Candidate.

### **Comprehensive Examination Seminar**

All students are required to register for ED 787, Comprehensive Examination Seminar, upon completion of their doctoral course work. The purpose of the seminar is to test the student's ability to integrate the concepts studied and to relate them to management or administrative issues. Students failing a comprehensive seminar are allowed to retake it once. Failure to pass the seminar successfully on the second attempt will be grounds for dismissal from the program.

### **Dissertation**

The doctoral dissertation is envisioned as an opportunity for students to demonstrate their ability to bridge theory and practice through research. Students are encouraged throughout their course work to identify salient issues and relevant educational concerns upon which to base their dissertations.

Upon selection of a faculty chairperson, students are required to register in ED 791, Dissertation Research (2 units). Dissertation proposal preparation is completed under the direction of a faculty chairperson together with the assistance of a Doctoral Dissertation Committee that consists of at least two additional individuals: one must be from Pepperdine University; the other must have an earned doctorate from an accredited institution. Committee members must be approved by the program director. The dissertation proposal must be presented, approved, and signed by the faculty chairperson and all members of the Doctoral Dissertation Committee before a student is advanced to Candidate Status.

Upon completion of the dissertation, a final oral examination by the Dissertation Committee must be scheduled through the Assistant Program Director. Dissertation students who have successfully completed the final oral defense of their dissertation and the manuscript modifications required by the dissertation committee may enroll in ED 792, Dissertation Completion, for a fee of \$100. A completed Form F4 must be submitted to the Assistant Program Director to enroll in this course. Students are eligible to enroll in ED 792 for up to two consecutive terms. If the dissertation has not been cleared and forwarded for binding after two terms, students will need to re-enroll in the appropriate ED dissertation research course.

Registration in either Dissertation Research or Dissertation Completion is required until the student has successfully completed all requirements for the dissertation, including final approval on Forms F4 and F5 by the committee chairperson and the dissertation reviewer. Use of the doctoral title is appropriate only after degree posting.

Students who fail to register continuously in dissertation research must file a formal petition for readmission to the program. Readmission is subject to approval by the doctoral program committee.

### **Continuation in Program**

The faculty is committed to the attainment of the highest academic standards. Each student is expected to attain at least a grade of "B" or higher or "Credit" in each doctoral course taken. A grade below "B-" in any doctoral course requires an immediate faculty review of the student's suitability to continue doctoral studies. The outcome of a faculty review may include, but not be limited to, options such as requiring the student to participate in a pre-approved remedial program, limiting the number of courses or units in which the student may enroll, or recommending the dismissal of the student to the associate dean. Any student who receives two grades lower than a "B-" will be dismissed from the program.

While students may incur a grade below "B-" in one of their doctoral courses, they must at the same time maintain an overall 3.0 grade point average. Some courses are offered on a Credit/No Credit basis. To receive credit, a student must demonstrate doctoral-level performance as determined by division faculty. A student who fails to maintain a grade point average of at least 3.0 will be placed on academic probation. Students who fail to increase their grade point average to at least 3.0 in the next term will be dismissed from the program. A student may be placed on academic probation only once during his/her doctoral studies.

## **California Professional Clear Administrative (Tier II) Services Credential**

This credential is available in conjunction with the Educational Leadership, Administration, and Policy; the Educational Technology; and Organizational Leadership concentrations. The program consists of a written individualized set of activities based upon individual needs. The plan is developed in consultation with the candidate, employer, and the University representative. A student must successfully complete the equivalent of 24 units chosen from among the curricular offerings of the doctoral program and selected non-university activities (if appropriate). The choices are based upon the professional needs of the candidate. As a part of those 24 units, students in the Organizational Leadership and Educational Technology concentrations must enroll in 2 units of ED 722, Program Planning and Induction Seminar, and 2 units of ED 723, Candidate Assessment Seminar. Students in the Educational Leadership, Administration, and Policy concentration are not required to enroll in ED722 or ED723.

## **Doctor of Education in Educational Leadership, Administration, and Policy**

The Educational Leadership, Administration, and Policy doctoral program is intended for K–12, pre-K, and adult educators with leadership experience nationwide. Course work is integrated with 60% face-to-face meetings and 40% online segments. Face-to-face portions of the program will be offered in three extended blocks of time each semester to facilitate travel and the schedules of working administrators. The curriculum is constructed so that California administrators may complete their Tier II Professional Clear Administrative Services Credential while pursuing the doctorate.

This highly innovative program uses sophisticated methods of inquiry and analysis to address issues of professional practice, with an emphasis upon problems confronting leaders in the K–12, pre-K, and adult education environments. In conjunction with leaders from their work setting, students address a real-life problem in that environment. To solve this problem, students work as members of a team with mentors, University faculty, and others if appropriate.

In addition to focusing on real-world problems, the program emphasizes values and visionary leadership. While working with outstanding on-site professionals, students develop the intellectual foundations and knowledge needed to create a vision and inspire others to take action appropriate to that vision. Through guidance from proactive leaders, candidates learn how to take charge in an atmosphere of ambiguity, evaluate school operations, and design and implement improvements required for a brighter future for all students. Face-to-face sessions are held at the West Los Angeles and Malibu Graduate Campuses. In addition, students will participate in a state and national administrator conference during the two years of coursework.

### **Admission Requirements**

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- A Master's degree from a regionally-accredited institution.
- Official transcripts in a registrar's sealed and stamped/signed envelope from the regionally accredited colleges or universities that awarded the baccalaureate and master's degrees to the applicant.
- Three professional recommendations that attest to the applicant's academic abilities, character, and professional ability, at least two of which attest to the applicant's leadership experience and/or potential.
- Scores from the Miller Analogies Test, the Graduate Record Examination (verbal and quantitative sections), or the Graduate Management Admission Test. All tests must have been taken within the last five years.

- A 1,000- to 2,000-word statement of educational purpose addressing such topics as issues, questions, interests, matters of concern regarding educational and professional development, strengths and weaknesses with respect to engaging in doctoral study, and/or future career objectives.
- Personal interviews are required for all qualified applicants who apply to the program.

### **California Professional Clear (Tier II) Administrative Services Credential**

*This credential for California school administrators is available in conjunction with this doctoral program.*

*In addition to the above admission requirements, applicants pursuing the credential will be required to submit the following:*

- A photocopy of the applicant's Preliminary Administrative Services Credential.
- A photocopy of any of the following credentials held: California Teaching, Pupil Personnel Services, Health Services, Speech Pathology, Librarianship, Designated Subjects, or Clinical Rehabilitative Services
- Confirmation of assignment to an administrative position.
- Statement of Responsibility (form is provided in the application for admission).

### **Accepted students for the Doctor of Education in Educational Leadership, Administration, and Policy must**

- Submit a nonrefundable tuition deposit, indicating their intent to enroll that will be applied toward tuition.
- Have a personal laptop computer which is mandatory for participation in face-to-face sessions including Leadership and Technology Training for Educators (LATTE®). Students will receive a list of required technical specifications.
- Submit a \$350 nonrefundable fee for LATTE®.
- Participate in the American Association of School Administrators' Conference (AASA) or similar (costs vary according to airline, hotel and food).
- Participate in the Association of California School Administrators' Conference (ACSA) or similar (costs vary according to airline, hotel and food).
- Participate in seven face-to-face sessions per year (costs vary according to airline, hotel and food).

## Course Requirements

The following core courses, comprehensive examination seminar, and dissertation are required:

### Core Courses

#### Core 1

|          |  |     |
|----------|--|-----|
| EDEL 700 | Leadership of Human Endeavor<br>in the Institutional Setting ..... | (4) |
| EDEL 714 | Management of Human Resources.....                                 | (4) |
| EDEL 724 | Ethics and Society.....  | (3) |
| EDEL 762 | Transforming Organizations in a Global Community.....              | (3) |

#### Core 2

|             |  |        |
|-------------|--|--------|
| EDEL 729A,B | Communication and Information Technology.....                  | (2, 1) |
| EDEL 730    | Research and Evaluation—<br>Qualitative and Quantitative ..... | (4)    |
| EDEL 734    | Data Analysis and Interpretation .....                         | (4)    |

*Specific course titles and descriptions subject to change.*

The following 21 units of specialized course work is required in addition to the 24 units of core courses, the comprehensive examination seminar, and the dissertation:

|             |  |        |
|-------------|--|--------|
| EDEL 740A,B | Personal Leadership .....  | (1, 2) |
| EDEL 741    | Creating Accountability Cultures in Organizations.....                 | (3)    |
| EDEL 754    | Legal/Economic/Socio-Political Theory Applied<br>to Organizations..... | (4)    |
| EDEL 774A,B | Foundations of Inquiry .....   | (1, 2) |
| EDEL 775A,B | Interacting with the Environment for Inquiry .....                     | (1, 1) |
| EDEL 776A,B | Evaluating/Presenting Outcomes of Inquiry.....                         | (2, 1) |
| EDEL 785    | Contemporary Topics .....  | (3)    |

## Course Descriptions

### EDEL 700 Leadership of Human Endeavor in the Institutional Setting (4)

Traditional approaches to understanding leadership as well as contemporary theories and styles of leadership are examined for their application to work settings, which are increasingly influenced by globalization. Students examine principal underpinnings of leadership, such as one's values, philosophy of life, and belief about the nature of humankind. In a combination theory-laboratory setting, students focus on personal mastery, systems thinking, and the impact of technology on leadership. Laboratory experiences are designed to develop leadership skills in group facilitation at the affective and cognitive levels to maximize team membership and productivity.

**EDEL 714 Management of Human Resources (3)**

This course focuses on human resources management in educational and industrial settings and includes the study of collective bargaining, state and federal regulations covering employment, personnel processes and systems, compensation, and internal and external organizational influences upon individual morale, motivation, satisfaction, and performance.

**EDEL 724 Ethics and Society (3)**

An introduction to the science of ethics. The intent is to provide the foundation for the art of value clarification and responsible educational leadership in society. The student researches an issue, isolates the ethical issues both pro and con, and considers viable alternatives consistent with the ethical and moral values of the American democratic society.

**EDEL729A,B Communication and Information Technology (2, 1)**

Prepares students for graduate-level oral and written communication using today's technological tools. Emphasis is given to developing skills for scholarly writing and enhancing information literacy.

**EDEL 730A,B Research and Evaluation—Qualitative and Quantitative (1, 3)**

Examines theory and practice in the design, conduct, analysis, and interpretation of experimental, quasi-experimental, and survey procedures for educational research and evaluation. It also includes a discussion of qualitative research and a study of sampling, methods of control, data collection, and the communication of empirical results. An individual research project is required.

**EDEL 734A,B Data Analysis and Interpretation (2, 2)**

Provides skills in the use of principles and methods for both descriptive and inferential statistics. It includes a study of measures of central tendency, variability, position, and relationship. Basic distributions, such as the binomial and normal, are introduced. The course focuses on an introduction to such inferential techniques as chi-square, the analysis of variance and covariance, and multivariate analysis. Both parametric and nonparametric procedures are included. The course will also emphasize how descriptive and inferential approaches can be applied to the interpretation of data. Students will be expected to utilize appropriate statistical software.

**EDEL 740 A,B Personal Leadership (1, 2)**

Covers concepts, skills, and strategies of personal/professional transformation that are the foundation of organizational leadership appropriate to the diverse communities in which individuals work. Topics include, but are not limited to, time management, personal vision, establishing a proactive stance, serving in a community with diverse populations, managing conversations, creating a context for innovation, maintaining personal well-being, and the refinement of an understanding of the self. This creates a principle-based platform for applying the theories and practices of organizational leadership.

**EDEL 741 Creating Accountability Cultures in Organizations (3)**

Organizational culture and the alignment among organizational culture, mission, goals, and accountability are important in diverse communities. Theories

covered relate to institutional culture, systemic planning, and organizational accountability. Project teams will undertake an organizational culture assessment of a school, department, or district to determine if the beliefs, behaviors, and assumptions required to make the vision a reality are consistent with the existing culture of the organization and align with the school's constituent community. The teams will conduct this assessment within the framework of the existing and projected demographics of the community served. Students will also examine accountability processes, metrics, and systems that measure whether the district, department, or school succeeded in accomplishing its mission. Students will examine theories and methods for the developing accountability cultures within educational institutions.

#### **EDEL 754 Legal/Economic/Socio-Political Theory Applied to Organizations (4)**

Legal, economic, and socio-political theories are examined as a theoretical framework for understanding how individuals and groups act within an organizational environment. The course analyzes environmental forces affecting the organization with particular attention to perceptions of significant stakeholders, applicable legal issues, market forces, physical asset management, and the effects of social issues.

#### **EDEL 762 Transforming Organizations in a Global Community (3)**

This seminar focuses on current change theory, futurist literature, and major world trends in education and related disciplines. Special emphasis is placed on the methodologies employed by futurists in forecasting the future and in implementing new educational programs.

#### **EDEL 774 A,B Foundations of Inquiry (1, 2)**

This course is the first of a three-part sequence in which students identify and explore a real-world project or issue within a school district and begin planning strategies to resolve the issue. Each student works under the guidance of a faculty member and a site-based project advisor. Students establish a relationship with the field project advisor and develop a learning contract to complete the project while studying to become an effective team member. Students gain an understanding of the guiding principles of action research, critical thinking, and problem solving in the context of the identified project.

#### **EDEL 775 A,B Interacting with the Environment for Inquiry (1, 1)**

In the second course of this sequence, students implement projects begun in EDEL 774 dealing with the complexities and competing interests of different constituencies and cultures within the environment. The project involves the following: (1) Applying a needs assessment and steps to be taken for implementation; (2) working with diverse individuals responsible for project completion, (3) identifying and obtaining resources needed for project completion, (4) establishing a timeline; and (5) determining how formative evaluations are linked to the goal of the inquiry. Students develop the project/inquiry within the context of the legal, educational mission, knowledge of teaching and learning, economic, political, and social environment of the school district.



**EDEL 776 A,B Evaluating/Presenting Outcomes of Inquiry (2, 1)**

The third course in the sequence of inquiry focuses on the evaluation, presentation of results, outcomes, and conclusions of the inquiry process, as well as the inquiry's impact on the student's professional growth. Upon completion of the implementation phase of the inquiry process, students complete the assessment and evaluation of their inquiry. They prepare, present, and disseminate results, outcomes, and conclusions to a board or committee of the field-site organization approved by the instructor. Class sessions are devoted to topics necessary for the completion of the implementation, evaluation, and outcomes of educational programs.

**EDEL 785 Contemporary Topics (3)**

In this course, students examine several of a broad range of contemporary topics. Examples of possible topics are strategic management, institutional advancement, societal factors affecting education, board-administration relationships, advanced product development, networking, diversity, legal aspects of development, consultancies, and writing for publications.

**EDEL 787 Comprehensive Examination Seminar (3)**

The purpose of the comprehensive examination seminar is to assess the doctoral student's ability to integrate the doctoral course work by preparing a paper which will address a real-world problem, dilemma, or issue synthesizing the course work. The paper will be evaluated and defended orally before a committee of faculty members.

**EDEL 791 Dissertation Research (2)**

Under the direction of a dissertation chairperson, dissertation research is individualized and tailored to aid the student in completing the dissertation requirement.

## Doctor of Education in Educational Technology

The doctoral concentration in Educational Technology has been designed to prepare leaders in the field of technological applications and innovation in the world of education and business. All courses for this program are taken with a cadre, or team, with an annual intake in the fall. Course work is integrated with 60% face-to-face meetings and 40% online segments, creating a truly distributed learning environment. The majority of communication occurs online through newsgroups, Web pages, and real-time "chat" in a virtual environment hosted by Blackboard and Peppertine.

Courses focus on advanced learning theory as it is related to product design, the relationship between humans and computers, and the special management issues that surround technology. In addition, core courses are geared toward the technological environment where appropriate. All students complete a five-unit consultancy and, as part of the policy development course, spend several days in Washington, D.C., discussing technology and education policy with national leaders.

All applicants should have at least three years of work experience in a technology-rich environment. Management experience is a plus.

Online classes are conducted on the Internet, and face-to-face classes are offered at the West Los Angeles Graduate Campus, the East Coast, and in conjunction with a national conference (locations vary). To facilitate online communication and assignment completion, all students are required to purchase a laptop computer.

The program begins with a one-week TechCamp®. Although the Fall term and courses for the doctoral program in Educational Technology begin in September, the five-day mandatory TechCamp® takes place in July. Attendance at five face-to-face sessions is required each year.

### Admission Requirements

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- A Master's degree from a regionally-accredited institution.
- Official transcripts in a registrar's sealed and stamped/signed envelope from the accredited colleges or universities that awarded the baccalaureate and master's degrees to the applicant.
- Two recommendations: one from the applicant's employer and one from a workplace colleague that attest to the applicant's technology use.
- Scores from the Miller Analogies Test or the Graduate Record Examination (verbal and quantitative sections), which must have been taken within the last five years.

- A three-part statement, at least 2,000 words in length, describing (1) vision for technology, (2) experience/background in technology, and (3) personal goals related to the pursuit of this degree.
- A personal interview is required for all qualified applicants who apply to the program.

### **Professional Clear (Tier II) Administrative Services Credential**

*This credential for California school administrators is available in conjunction with this doctoral program.*

*In addition to the above admission requirements, applicants pursuing the credential will be required to submit the following:*

- A photocopy of the applicant's Preliminary Administrative Services Credential.
- Confirmation of assignment to an administrative position.
- Statement of Responsibility (form is provided in the Application for Admission).

Accepted students for the Doctor of Education in Educational Technology must

- Have a personal laptop computer and software that meet specification requirements. Students will receive a list of required technical specifications. A laptop is required for all concentrations and is mandatory for participation in face-to-face sessions including new student orientations.
- Submit a nonrefundable \$500 fee that will be applied to TechCamp® and serve as an Intent-to-Enroll.
- Participate in five face-to-face sessions plus TechCamp® (airline, hotel, and food costs vary).

## **Course Requirements**

The following courses are required, in addition to comprehensive examination seminar, and dissertation:

### **Core Courses**

#### **Core 1**

|        |  |          |
|--------|--|----------|
| ED 700 | Leadership of Human Endeavor<br>in the Institutional Setting ..... | (4 or 3) |
| ED 714 | Management of Human Resources .....                                | (4 or 3) |
| ED 724 | Ethics and Society .....   | (3)      |
| ED 762 | Transforming Organizations in a Global Community .....             | (3)      |

#### **Core 2**

|             |  |       |
|-------------|--|-------|
| ED 729*     | Communication and Information Technology .....           | (1–3) |
| ED 730 A, B | Research and Evaluation—Qualitative and Quantitative ... | (2,2) |
| ED 734 A, B | Data Analysis and Interpretation .....                   | (2,2) |

*Specific course titles and descriptions subject to change.*

*\*Students are required to take ED 729, Communication and Information Technology as a prerequisite to ED 734, Data Analysis and Interpretation. Students should take ED 729 within their first year in the program, preferably within the first term.*

In addition to the 23 units of core courses, students enroll in 21 units of concentration courses:

|           |   |           |
|-----------|---|-----------|
| ED 721    | Policy Development.....                       | (3)       |
| ED 758    | Consultancy Project.....                      | (1, 1, 1) |
| ED 766    | Cultural Dimensions in Global Management..... | (2)       |
| ED 770A,B | Learning and Design.....                      | (2,2)     |
| ED 771A,B | Human Computer Interaction.....               | (2,2)     |
| ED 773    | Managing the Technological Environment.....   | (3)       |
| ED 785    | Contemporary Topics.....                      | (2)       |

### **Professional Clear (Tier II) Administrative Services Credential**

Students pursuing the Tier II credential in conjunction with this program must enroll in:

|        |   |     |
|--------|---|-----|
| ED 722 | Program Planning and Induction Seminar..... | (2) |
| ED 723 | Candidate Assessment Seminar.....           | (2) |

## **Course Descriptions**

### **ED 700 or ED 700A,B Leadership of Human Endeavor in the Institutional Setting (4, 3 or 2, 2)**

Traditional approaches to understanding leadership as well as contemporary theories and styles of leadership are examined for their application to work settings, which are increasingly influenced by globalization. Students examine principal underpinnings of leadership, such as one's values, philosophy of life, and belief about the nature of humankind. In a combination theory-laboratory setting, students focus on personal mastery, systems thinking, and the impact of technology on leadership. Laboratory experiences are designed to develop leadership skills in group facilitation at the affective and cognitive levels to maximize team membership and productivity.

### **ED 714 or ED 714A,B Management of Human Resources (4, 3 or 2, 1)**

Focuses on human resources management in educational and industrial settings and includes the study of collective bargaining, state and federal regulations covering employment, personnel processes and systems, compensation, and internal and external organizational influences upon individual morale, motivation, satisfaction, and performance.

### **ED 721 Policy Development (3)**

This course is designed so that the student understands policy, the reasons for its existence, and how it is developed. The course underscores the central sources that generate need for policy, such as resource scarcity and conflicting values. The course focuses on the major factors that influence policy

development and how stakeholders—individuals and organizations—approach the construction of policy development.

#### **ED 722 Program Planning and Induction Seminar (2)**

Provides students admitted to the preparation program leading to the Professional Administrative Services Credential (Tier II) with assistance in planning an individualized program of study based upon the candidate's need for further professional preparation and development. A pre-assessment is conducted in coordination with the student's employer.

#### **ED 723 Candidate Assessment Seminar (2)**

Assesses the competence of the candidate for the Professional Administrative Services Credential. The student enrolls in the seminar after all elements of the individualized program are completed. During the seminar, the representative of the employing school district, the candidate's mentor (if different), and the University advisor participate in a summative evaluation conference with the candidate. The candidate presents a professional portfolio that includes a summary of university and non-university activities and a description of how the individualized program plan was addressed by those activities.

#### **ED 724 Ethics and Society (3)**

An introduction to the science of ethics. The intent is to provide the foundation for the art of value clarification and responsible educational leadership in society. The student researches an issue, isolates the ethical issues both pro and con, and considers viable alternatives consistent with the ethical and moral values of the American democratic society.

#### **ED 729 or ED 729A, B Communication and Information Technology (3 or 2, 1)**

Prepares students for graduate-level oral and written communication using today's technological tools. Emphasis is given to developing skills for scholarly writing and enhancing information literacy.

#### **ED 730A,B Research and Evaluation—Qualitative and Quantitative (2, 2)**

Examines theory and practice in the design, conduct, analysis, and interpretation of experimental, quasi-experimental, and survey procedures for educational research and evaluation. It also includes a discussion of qualitative research and a study of sampling, methods of control, data collection, and the communication of empirical results. An individual research project is required.

#### **ED 734 or ED 734A,B Data Analysis and Interpretation (4 or 2, 2)**

Provides skills in the use of principles and methods for both descriptive and inferential statistics. It includes a study of measures of central tendency, variability, position, and relationship. Basic distributions, such as the binomial and normal, are introduced. The course focuses on an introduction to such inferential techniques as chi-square, the analysis of variance and covariance, and multivariate analysis. Both parametric and nonparametric procedures are included. The course will also emphasize how descriptive and inferential approaches can be applied to the interpretation of data. Students will be expected to utilize appropriate statistical software.

**ED 758 Consultancy Project (1–4)**

Allows students to apply their knowledge, skills, and values to a real-world problem. Students identify a project-based issue, concern, or problem; identify a set of strategies to meet the projected goals; seek the assistance of a mentor in achieving the goals; and begin to implement strategies to achieve a solution to the issue or problem. The issue for study can be identified during the first academic year. The consultancy course spans more than one semester and includes plan preparation and approval, implementation of the plan, presentation of results to clients, and an evaluation of the projects. Consulting topics may serve as a basis for comprehensive exam topics.

**ED 762 or ED 762A,B Transforming Organizations in a Global Community (3 or 2, 1)**

This seminar focuses on current change theory, futurist literature, and major world trends in education and related disciplines. Special emphasis is placed on the methodologies employed by futurists in forecasting the future and in implementing new educational programs.

**ED 766 Cultural Dimensions in Global Management (2–4)**

Designed to enable the student to become a change agent who can function in multicultural settings. This need is driven by the rapid development of foreign economics, the increasing availability of technical and financial resources, and the emergence of a global economy. Students gain a basic understanding of culture as it relates to present organizations and transorganizations within a global framework. The course emphasizes organizations that are global within as well as outside the United States, multinational organizations, transnational organizations, as well as global social-change issues. Some of the issues covered include adapting organization development strategies to the culture blinders, understanding cultural diversity and the effect of cultural values on the organization change process, and applying strategy to dramatically changing environments. (Students in the Educational Technology concentration enroll in ED 766 for 2 units.)

**ED 770A,B Learning and Design (2, 2)**

This course is part of a series of courses designed to update and deepen the student's understanding of the relationship between theories of learning and the role of technology. This course extends over two terms. Ideas and work in this course support and develop learning in ED 771, Human Computer Interaction. The study focuses on recently predominant cognitive theory and the current vanguard sociocultural historical theory, sometimes referred to as Vygotskian or Russian psychology.

**ED 771A,B Human Computer Interaction (HCI) (2,2)**

Studies in human computer interaction revolve around the ways in which people directly interact with computers. This course covers a historical overview of the field, the process of developing interactive systems, interacting with computers, psychology and human factors, and research frontiers. The course follows the shift away from the deterministic model of computer as "object" and develops an understanding of the notion of technology as a "socially shaped" phenomenon.

**ED 773 Managing the Technological Environment (3)**

This course is designed to assist managers in a technology-based environment. Working in groups, students will form a virtual corporation designed to provide a product or service that is considered marketable. This work will include preparation of a business plan. In addition, students will carry out individual case studies of management styles in a technology-rich environment. A central focus of the course will be the analysis of individual strengths and the development of a personal management style.

**ED 785 Contemporary Topics (1–8)**

In this course, students examine several of a broad range of contemporary topics. Examples of possible topics are strategic management, institutional advancement, societal factors affecting education, board-administration relationships, advanced product development, networking, legal aspects of development, and consultancies.

**ED 787 Comprehensive Examination Seminar (3)**

The purpose of the comprehensive examination seminar is to assess the doctoral student's ability to integrate the doctoral course work by preparing a paper which will address a real-world problem, dilemma, or issue synthesizing the course work. The paper will be evaluated and defended orally before a committee of faculty members.

**ED 791 Dissertation Research (2)**

Under the direction of a dissertation chairperson, dissertation research is individualized and tailored to aid the student in completing the dissertation requirement.

## Doctor of Education in Organization Change

The Organization Change concentration emphasizes the theory, research, and practice of change within, between, and across organizations. The curriculum is delivered in an integrated fashion with all courses within the OC curriculum evaluated on a Credit/No Credit basis. Multiple faculty members participate in the delivery of course content as well as in the evaluation of student performance. The curriculum's five dimensions include organization effectiveness; leadership effectiveness; global context & cross-cultural skills; research, and the applied behavioral sciences. The general progression of the curriculum is designed to assist the student in moving from general literacy (years 1 and 2), to advocating positions (years 2 and 3), to practice of the dimensions (years 3 and 4) culminating in field experiences for practice, cultural immersion and dissertation research. The program is delivered through 8-day intensive seminar-style sessions held at national and international facilities. A total of 12 sessions scheduled quarterly over a three-year period is required. Students begin their dissertation research in the third year and complete all degree requirements during the fourth and fifth year of doctoral study.

### Admission Requirements

*This program requires that applicants have eight to ten years of work experience in management and/or consulting. Candidates should have previous experience in a human interaction laboratory (such as those sponsored by NTL or UCLA) or other individual or group development/therapy work leading to greater self-insight.*

- *Application for Admission with a nonrefundable processing fee.*
- A baccalaureate and Master's degree from a regionally-accredited institution.
- Official transcripts in a registrar's sealed and stamped/signed envelope from the accredited colleges or universities that awarded the baccalaureate and master's degrees to the applicant.
- Three recommendations attesting to the applicant's academic abilities, character, and professional ability.
- Scores from the Miller Analogies Test, the Graduate Record Examination (verbal and quantitative sections), **or** the Graduate Management Admissions Test. Tests must have been taken within the last five years.
- A 1,000- to 2,000-word statement of educational purpose addressing such topics as issues, questions, interests, matters of concern regarding educational and professional development, strengths and weaknesses with respect to engaging in doctoral study, and/or future career objectives.
- Selected applicants will be contacted for an interview.
- A completed Work History form included in the Application for Admission.
- A completed Self-Evaluation Inventory form included in the Application for Admission



## Accepted students for the Doctor of Education in Organization Change must

- Have a personal laptop computer. Students will receive a list of required technical specifications.
- Submit a nonrefundable \$500 deposit that will be applied to the first term's tuition.
- Participate in an opening EDOC Workshop, which introduces the doctoral program. For specific dates and associated costs, contact the Program Support Office at (310) 568-5612. A \$600 fee will be charged for this activity.
- Participate in three California-based OC sessions per academic year. OC session costs vary according to airline, hotel, and food expenses. The OC session fee is paid through Student Accounts, which covers some session-related expenses.
- Participate in one OC session at one international location per academic year. Expenses include lodging, meals, supplies, and air travel. Costs vary according to airline, hotel, and food expenses. The OC session fee is paid through Student Accounts, which covers some session-related expenses.

## Course Requirements

The following courses, comprehensive examination seminar (EDOC 787 - 3 units), and dissertation (2 terms of EDOC 791 - 2 units each) are required:

### Core Courses

|               |   |               |
|---------------|---|---------------|
| EDOC 700A,B   | Leadership Theory and Practice .....                  | (2,2)         |
| EDOC 714A,B   | Organization Behavior .....                           | (2,1)         |
| EDOC 724A,B,C | Ethics and Social Justice .....                       | (1, 1, 1)     |
| EDOC 734A,B   | Data Analysis .....                                   | (2,2)         |
| EDOC 762      | Organization Development .....                        | (3)           |
| EDOC 730A,B   | Philosophical Foundations & Methods for Inquiry ..... | (2,2)         |
| EDOC 721      | Global Contexts for Policy .....                      | (3)           |
| EDOC 763A-F   | Self as Instrument of Leadership and Change ...       | (1,1,1,1,1,1) |
| EDOC 764A,B   | Strategy .....  | (2,2)         |
| EDOC 765A,B   | Organization Theory and Design .....                  | (2,2)         |
| EDOC 766A,B   | Cultural Dimensions for Change Agents .....           | (2,2)         |
| EDOC 767A,B   | Transformational Organizations in a Global Community  | (2,2)         |
| EDOC 768A,B,C | Learning Outside Your Culture .....                   | (1,1,1)       |
| EDOC 769A-D   | Organization Change Practice .....                    | (1,1,1,1)     |
| EDOC 785      | Contemporary Topics .....                             | (1,1,1,1,1)   |

## Course Descriptions

### **EDOC 700A,B Leadership Theory and Practice (2, 2)**

Students deepen their understanding of traditional and contemporary leadership theories and practices. These understandings are applied to local and global organizational issues and opportunities through clarification and advocacy of their individual preferences regarding the appropriateness of various leadership practices in variety of circumstances. Students practice leadership by conducting a collaborative change and research effort in an organization, community or other social system. Full completion of EDOC 700 requires completion of each sub-course: 700A-2 units and 700B-2 units.

### **EDOC 714A,B Organization Behavior (2, 1)**

This course addresses organizations: their structures, intended outcomes, and how they deal with culture, employee behavior and values. Students will examine strategies designed to create and evaluate knowledge, including the psychological basis for human action, individual and organizational learning, communicating across cultures, and intellectual capital. The course also examines such topics as communication, motivation, work teams, organizational change, stress, power, influence and trust. Full completion of EDOC 714 requires completion of each sub-course: 714A-2 units and 714B-1 unit.

### **EDOC 721 Global Contexts for Policy (3)**

This course is focused on expanding and enriching the student's view of the world with particular attention to the development of policy positions that allow for the more effective use of the theories and concepts in the field of organization change and development. The intention is to expand their view and enable a deeper understanding of the global dynamics that affect us all. Ethical issues as well as practical problems will be addressed with the intention of increasing sensitivity to the many differing ethical assumptions existing in dynamic environments where there is work being done.

### **EDOC 724A,B,C Ethics and Social Justice (1, 1, 1)**

This course is designed to assist the student in forming their own carefully crafted set of ethical guidelines for implementing change. The course will provide a historical as well as contemporary review of the work of scholars and practitioners in the areas of ethics and human development. Cross-cultural concerns and social justice issues will be addressed with the intention of increasing sensitivity to the many differing ethical assumptions existing in dynamic environments where their work is being done. Full completion of EDOC 724 requires completion of each sub-course: 724A-1 unit, 724B-1 unit, and 724C-1 unit.

### **EDOC 730A,B Philosophical Foundations & Methods for Inquiry (2,2)**

This course focuses on the theory and practice of designing and conducting research to meet the needs of today's complex organizational issues. Both qualitative and quantitative approaches are explored, considering issues regarding design, sources of data, data collection strategies and instrumentation. Planning for analysis and interpretation of data is also addressed, considering

the need for mixed-method studies. Completion of EDOC 730 requires completion of each sub-course: 730A-2 units and 730B-2 units.

#### **EDOC 734A,B Data Analysis (2,2)**

Provides skills in the use of principles and interpretation of both descriptive and inferential statistical analyses. It includes a study of measures of central tendency, variability, position, and relationship. Inferential techniques such as chi-square, analysis of variance and covariance, and multivariate analysis are also included. The course will also emphasize strategies for the interpretation of qualitative data. Students will be expected to understand and be able to critically evaluate data analysis results. Full Completion of EDOC 734 requires completion of each sub-course: 734A-2 units and 734B-2 units.

#### **EDOC 762 Organization Development (3)**

This course covers the early development of the field of organizational development with particular attention to how this area of study has expanded to encompass non-profit and profit-oriented entities. Various theoretical models frame the discussion of the field of the applied behavioral sciences. The scholar-practitioner model serves as an additional frame for the course.

#### **EDOC 763A–F Self as Instrument of Leadership and Change (1,1,1,1,1,1)**

This course focuses on the combination of life experience, natural abilities, acquired knowledge, and personal psychology that impact a student's work as a practitioner of organization change and leadership. Each student inquires into her- or him- self as a unique instrument of change. Personal self-reflection and self-understanding form a central focus of these six, single-unit courses that span 3 academic years. Full Completion of EDOC 763 requires completion of each sub-course: EDOC763A - 1 unit; EDOC 763B - 1 unit; EDOC 763C - 1 unit; EDOC 763D-1 unit; EDOC 763E-1 unit; EDOC 763F-1 unit.

#### **EDOC 764A,B Strategy (2,2)**

Students deepen their understanding of strategy, the ways strategy is developed and/or emerges in social systems, and the relationship between strategy and organization change and development practice. They apply their understandings to local and global organizations. In addition to studying the concepts and practices of both traditional and contemporary thought leaders in the field, students develop and advocate for their own theories of strategy and their own preferred approaches to developing strategy in organizations and other social systems. The course emphasizes strategy at the level of the total enterprise. Full Completion of EDOC 764 requires completion of each sub-course: 764A-2 units and 764B-2 units.

#### **EDOC 765A,B Organization Theory and Design (2,2)**

Students study organization theory literature starting with the early classics and moving through modern, postmodern, and contemporary organization theory and research. Blending their own experience with concepts from the literature, they formulate and advocate for their own working theory of organizations. With this working theory as a base, they create models and processes they can use in their present and future work in designing and changing organizations. Full Completion of EDOC 765 requires completion of each sub-course: 765A-2 units and 765B-2 units.

**EDOC 766A,B Cultural Dimensions for Change Agents (2,2)**

In response to a rapidly changing world, we must learn to deal with very different cultural assumptions both within and external to our work organizations. The course helps prepare the scholar-practitioner to operate globally, enhancing the appreciation of the diversity in our own local organizations. Cross-cultural models and frameworks will be used to both enhance understanding and build more collaborative change models in the work we do. Full completion of EDOC 766 requires completion of each sub-course: 766A-2 units and 766B-2 units.

**EDOC 767 Transformational Organizations in a Global Community (2,2)**

Change work involves the examination of transformational practices and phenomena that are built into many change models. These organizational transformations are often considered to be transorganizational, as organizations are increasingly linking with other organizations both domestically and internationally. Human and organization development theories will be brought forward to examine ways in which we can better prepare ourselves for the future challenges in an increasingly interdependent world. Full Completion of EDOC 767 requires completion of each sub-course: 767A-2 units and 767B-2 units.

**EDOC 768A,B,C Learning Outside Your Culture (1,1,1)**

This course is highly individualized and requires a learning contract proposed by the student and guided by faculty. Through a period of deep immersion in an unfamiliar culture, the student intensely examines their own reactions to being away from their taken-for-granted environment. The learning experienced in this new culture as well as the nature of the transitions into and out of that new milieu will be shared in both written and oral presentations. This prepares students for change work by helping them understand how they react to the pressures and challenges of moving in and out of different cultural settings. Full completion of EDOC 768 requires completion of each sub-course: 768A-1 unit, 768B-1 unit, and 768C-1 unit.

**EDOC 769A,B,C,D Organization Change Practice (1, 1, 1, 1)**

This course provides conceptual frameworks and practical experiences for change processes in organizations and other social systems. A series of readings and field exercises, examined through the lens of both theory and the students' own experiences and mindsets, leads to increased skill in conducting or facilitating change in such systems. The course culminates with a project in which students, working with an internal project team, learn to conduct a collaborative change/research project in an organization or other social system. Full Completion of EDOC 769 requires completion of each sub-course: 769A-1 unit, 769B-1 unit, 769C-1 unit, and 769D-1 unit.

**EDOC 785 Contemporary Topics (5)**

In this course, students examine several of a broad range of contemporary topics. Examples of possible topics are strategic management, institutional advancement, societal factors affecting education, board-administration relationships, advanced product development, networking, legal aspects of development, and consultancies.

**EDOC 787 Comprehensive Examination Seminar (3)**

The purpose of the comprehensive examination seminar is to assess the doctoral student's ability to integrate the doctoral course work by preparing a paper which will address a real-world problem, dilemma, or issue synthesizing the course work. The paper will be evaluated and defended orally before a committee of faculty members.

**EDOC 791 Dissertation Research (2)**

Under the direction of a dissertation chairperson, dissertation research is individualized and tailored to aid the student in completing the dissertation requirement.

## Doctor of Education in Organizational Leadership

The Organizational Leadership concentration is designed to develop individuals who have the knowledge and capability to take on leadership roles in a variety of settings. It was created to provide an environment where educators can advance their leadership skills while sharing ideas and experiences with business and academic professionals. The program has applications to community colleges, liberal arts colleges, and comprehensive universities, as well as business and other organizations engaged in training and development, life-span learning, healthcare, and adult occupational education.

In order to provide students with tools to function effectively as leaders in the next century, computer-based technology is utilized throughout the curriculum. Faculty and students work cooperatively in small groups both face-to-face and via electronic media.

A key factor in the applicant's selection process is the demonstrated ability to work with teams. This trait is deemed invaluable in academic arenas and is highly coveted in professional environments. Leadership challenges in the future will not only require the ability to facilitate small groups but will also demand building and working with communities.

To build a foundation for the learning community in this doctoral program, all new students are required to participate in a two-day community-building workshop and orientation meeting. This meeting is usually scheduled in late August.

Classes are offered on weeknights and occasional weekends at the West Los Angeles and Irvine Graduate Campuses.

### Admission Requirements

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- A Master's degree from a regionally-accredited institution.
- Official transcripts in a registrar's sealed and stamped/signed envelope from the accredited colleges or universities that awarded the baccalaureate and master's degrees to the applicant.
- Three recommendations that attest to the applicant's academic abilities, character, and professional ability.
- Scores from the Miller Analogies Test, the Graduate Record Examination (verbal and quantitative sections), or the Graduate Management Admission Test. All tests must have been taken within the last five years.
- A 1,000- to 2,000-word statement of interest in the Organizational Leadership program addressing such topics as the candidate's view of leadership, ability to create followers, propensity to take risks, perseverance and demonstrated achievements, future career/life objectives, and reasons for pursuing a doctoral program.

- Personal interviews and an on-site writing sample are required for all qualified applicants who apply to the program.

#### Professional Clear (Tier II) Administrative Services Credential

*This credential for California school administrators is available in conjunction with this doctoral program.*

*In addition to the above requirements, applicants pursuing the credential will be required to submit the following:*

- A photocopy of the applicant's Preliminary Administrative Services Credential.
- Confirmation of assignment to an administrative position.
- Statement of Responsibility (form is provided in the Application for Admission).

#### Accepted students for the Doctor of Education in Organizational Leadership must

- Have a personal laptop computer. Students will receive a list of required technical specifications. A laptop is required for all concentrations and is mandatory for participation in face-to-face sessions including new student orientations.
- Submit a nonrefundable \$500 deposit that will be applied to the first term's tuition.
- Participate in a two-day community-building workshop and orientation meeting. A non-refundable fee of \$395 is charged for this activity.

## Course Requirements

The following core courses, comprehensive examination seminar, and dissertation are required of students in the Doctor of Education in Organizational Leadership program.

### Core Courses

#### Core 1

|          |  |     |
|----------|--|-----|
| EDOL 700 | Leadership Theory and Practice .....                   | (3) |
| EDOL 714 | Organizational Behavior, Theory and Design.....        | (4) |
| EDOL 724 | Ethical Leadership and Social Justice.....             | (3) |
| EDOL 762 | Transforming Organizations in a Global Community ..... | (3) |

#### Core 2

|           |   |     |
|-----------|---|-----|
| EDOL 729  | Information Literacy and Scholarship..... | (1) |
| EDOL 730A | Research Methods and Evaluation .....     | (3) |
| EDOL 730B | Qualitative Research and Analysis.....    | (2) |
| EDOL 734A | Data Analysis and Interpretation .....    | (2) |
| EDOL 734B | Data Analysis and Interpretation .....    | (2) |

The following 25 units of specialized course work are required in addition to the 23 units of core courses, the comprehensive examination seminar, and the dissertation:

|             |  |       |
|-------------|--|-------|
| EDOL 740    | Personal Leadership.....               | (3)   |
| EDOL 753A   | Management and Policy Development..... | (3)   |
| EDOL 753B   | National Policy Experience.....        | (2)   |
| EDOL 754A   | Economic and Political Systems.....    | (3)   |
| EDOL 754B   | International Policy Experience.....   | (2)   |
| EDOL 756    | Leading Educational Programs.....      | (3)   |
| EDOL 757    | Entrepreneurship.....                  | (2)   |
| EDOL 758A,B | Consultancy Project.....               | (2,2) |
| EDOL 759    | Law and Dispute Resolution.....        | (3)   |

### **Professional Clear (Tier II) Administrative Services Credential**

Students pursuing the Tier II credential in conjunction with this program must enroll in:

|        |   |     |
|--------|---|-----|
| ED 722 | Program Planning and Induction Seminar..... | (2) |
| ED 723 | Candidate Assessment Seminar.....           | (2) |

## **Course Descriptions**

### **EDOL 700 Leadership Theory and Practice (3)**

Examines classical and contemporary theories and styles of leadership and their application to a variety of professional and global settings. Students will examine principal underpinnings of leadership, such as one's values, philosophy of life, and beliefs about the nature of humankind.

### **EDOL 714 Organizational Behavior, Theory and Design (4)**

This course addresses organizations; their structures; intended outcomes; and how they deal with culture, employee behavior, and values. Students will examine strategies designed to create and evaluate knowledge, including the psychological basis for human action, individual and organizational learning, communicating across cultures, and intellectual capital. This course also examines such topics as communication, motivation, work teams, organizational change, stress, power, influence, and trust.

### **ED 722 Program Planning and Induction Seminar (2)**

Provides students admitted to the preparation program leading to the Professional Administrative Services Credential (Tier II) with assistance in planning an individualized program of study based upon the candidate's need for further professional preparation and development. A pre-assessment is conducted in coordination with the student's employer.

### **ED 723 Candidate Assessment Seminar (2)**

Assesses the competence of the candidate for the Professional Administrative Services Credential. The student enrolls in the seminar after all elements of the individualized program are completed. During the seminar, the representative of the employing school district, the candidate's mentor (if different), and



the University advisor participate in a summative evaluation conference with the candidate. The candidate presents a professional portfolio that includes a summary of university and non-university activities and a description of how the individualized program plan was addressed by those activities.

### **EDOL 724 Ethical Leadership and Social Justice (3)**

Introduces the student to the study of ethical leadership and provides the foundation for value clarification and responsible organizational leadership in society. Students will systematically explore a variety of ethical questions and will learn to take action within organizations and communities.

### **EDOL 729 Information Literacy and Scholarship (1)**

In this course, the student will develop a “doctoral voice” by mastering aspects of scholarship in written, oral, and Web-based communication, while using the tools and resources of innovative technology.

### **EDOL 730A Research Methods and Evaluation (3)**

Examines theory and practice in the design, conduct, analysis, and interpretation of experimental, quasi-experimental, and survey procedures for organizational research and evaluation. Methods of assessing credibility of published research will also be discussed.

### **EDOL 730B Qualitative Research and Analysis (2)**

This course introduces students to qualitative research designs and such topics as the collection and interpretation of qualitative data and the methods of minimizing threats to the trustworthiness and authenticity of qualitative studies. Students learn specific techniques for the analysis and interpretation of qualitative data.

### **EDOL 734A,B Data Analysis and Interpretation (2,2)**

Provides skills in the use of principles and methods for both descriptive and inferential statistics. It includes a study of measures of central tendency, variability, position, and relationship. Basic distributions, such as the binomial and normal, are introduced. The course focuses on an introduction to such inferential techniques as chi-square, the analysis of variance and covariance, and multivariate analysis. Both parametric and nonparametric procedures are included. The course will also emphasize how descriptive and inferential approaches can be applied to the interpretation of data. Students will be expected to utilize appropriate statistical software.

### **EDOL 740 Personal Leadership (3)**

This course introduces students to the concepts, skills, and strategies of personal/professional transformation that are the foundation of leading organizations in diverse communities. Topics include time management, personal vision, establishing a proactive stance, serving in diverse communities, managing conversations, creating a context for innovation, and maintaining personal well-being.

### **EDOL 753A Management and Policy Development (3)**

This course introduces major theories and approaches to management and policy development in local, national, and global settings. While considering

the influence of technology and systems thinking, students explore complex issues in management and leadership. Students will have an opportunity to understand and practice policy development at local and national levels.

#### **EDOL 753B National Policy Experience (2)**

This course offers students practical experience in policy development at the national level. Students will travel to Washington, D.C.; will experience policy development at the federal level; and will meet with policy makers, lobbyists, and leaders in government and national associations. Students are required to participate in a trip to Washington, D.C., or a similar location. Students will incur travel costs. (Varies in relation to airline, hotel, food, venue, and materials.)

#### **EDOL 754A Economic and Political Systems (3)**

Students learn to apply theories and principles of micro and macroeconomics to analyze, design, and evaluate policies which address business, political, and educational challenges at the national level. Additional topics examined include alternative economic distribution systems and how they address pollution, poverty, unemployment, international trade, and geopolitical issues.

#### **EDOL 754B International Policy Experience (2)**

To gain an international perspective on policy development, students will visit an international location, meet local and national leaders, and observe and examine industries and organizations such as healthcare, schools, universities, and manufacturing and contrast them with those of the United States. Students are required to participate in a trip to an international location. Students will incur travel costs. (Varies in relation to airline, hotel, food, venue, and materials.)

#### **EDOL 756 Leading Educational Programs (3)**

This course assists students in developing an integrated approach of leading and viewing educational program development and evaluation at the institutional level. This course considers education in its broadest sense, that is, as a dynamic developmental process that concerns the plans and purposes of human life. Staff development and the promotion of human capital will be major foci.

#### **EDOL 757 Entrepreneurship (2)**

New venture creation, theory, strategy, and practice for organizational leaders are explored. Students will conduct a comprehensive study of the process of shepherding an entrepreneurial idea from formulation to fruition by forming new ventures in for-profit, not-for-profit, and philanthropic organizations.

#### **EDOL 758A,B Consultancy Project (2,2)**

Allows students to apply their knowledge, skills, and values to a real-world problem. Students identify a project-based issue, concern, or problem; identify a set of strategies to meet the projected goals; seek the assistance of a mentor in achieving the goals; and begin to implement strategies to achieve a solution to the issue or problem. The issue for study can be identified during the first academic year. The consultancy course spans more than one semester and includes plan preparation and approval, implementation of the plan, presentation of results to clients, and an evaluation of the projects. Consulting topics may serve as a

basis for comprehensive exam topics. Full completion of EDOL758 requires completion of each sub-course: 758A - 2 Units; 758B - 2 Units.

**EDOL 759 Law and Dispute Resolution (3)**

This course examines environmental forces that impact the organization with an emphasis on applicable legal issues. The course emphasizes developing an understanding of law as a basis for critical examination of legal, political, and regulatory processes and issues confronting organizations. Topics in the course include intellectual property law, torts, criminal and contract liability, the laws regarding electronic communication, encryption, Internet security, and ethics in cyberspace. Dispute resolution and negotiation techniques are also included.

**EDOL 762 Transforming Organizations in a Global Community (3)**

This course focuses on current change theory, futurist literature, and major world trends in education and related disciplines. Special emphasis is placed on the methodologies employed by futurists in forecasting the future and in implementing new educational programs.

**EDOL 787 Comprehensive Examination Seminar (3)**

The purpose of the comprehensive examination seminar is to assess the doctoral student's ability to integrate the doctoral course work by preparing a paper which will address a real-world problem, dilemma, or issue synthesizing the course work. The paper will be evaluated and defended orally before a committee of faculty members.

**EDOL 791 Dissertation Research (2)**

Under the direction of a dissertation chairperson, dissertation research is individualized and tailored to aid the student in completing the dissertation requirement.

## Master of Arts in Psychology

This program is designed to provide students with a theoretical and practical understanding of the principles of psychology within the framework of a strong clinical emphasis. Courses present various aspects of the art and science of psychology as it is applied to the understanding of human behavior and to the prevention, diagnosis, and treatment of mental and emotional problems. The program meets prerequisite requirements for application to the University's doctoral program, assuming that the student has taken a graduate course in developmental psychology (e.g., PSY 658). Completion of the M.A. in psychology does not guarantee Admission to the doctoral program. Classes are offered on afternoons and weeknights at the West Los Angeles, Encino, and Irvine Graduate Campuses.

Psychology master's students who wish to transfer from one program to another are required to file a Change of Program Request form, which will be forwarded to the program director for evaluation, and pay a program change fee.

The M.A. in psychology program requires 36–44 units, depending upon previous course work. The student who has taken graduate courses judged to be equivalent to required courses may transfer in a maximum of six units. Depending on the student's academic background, the course work will consist of the courses listed under Foundation Courses, Level I, and Level II Courses, supplemented with elective courses in lieu of waived foundation courses, if needed to complete the total unit requirement. The maximum permissible course load is 10 units per term, although students who are employed full time are urged to enroll in only six units. With the exception of courses that specify prerequisites, courses may be taken in any sequence within levels.

It is recognized that diverse disciplines contribute to the understanding of psychology, and that psychology permeates many academic fields. Therefore, a major in psychology as an undergraduate is not a prerequisite for Admission; however, knowledge of certain fundamental areas in psychology is necessary as preparation for advanced courses. The student who has taken undergraduate or graduate level courses judged to be equivalent in content to foundation level courses may petition to waive such courses and, if successful, may earn the required 36 units through elective courses. Previously taken courses will qualify for waiver consideration if they were taken no earlier than seven years prior to Admission and a grade of "B" or better was earned.

## Admission Requirements

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from the accredited institution that awarded the baccalaureate degree to the applicant. Applicants to this program may possess a bachelor's degree in any field. Applicants without recent course work in psychology within the last seven years, however, will be required to complete foundational courses in preparation for the core curriculum.
- Scores from the Graduate Record Examination (GRE General Test), taken within the last five years, or the Miller Analogies Test (MAT), taken within the last two years. These tests may be waived for applicants for the evening format who fulfill one of the following criteria: seven or more years of professional full time work experience, a cumulative undergraduate GPA of 3.7 or higher, or a completed master's degree. Applicants who wish to waive the GRE/MAT requirement must submit an additional two-to five-page statement summarizing their work experience and describing how this experience has helped to prepare them for graduate study in psychology.
- Two professional recommendations from individuals familiar with the applicant's academic and professional competencies.
- A two- to five-page typed autobiographical description of previous training and experience, current interests, future professional goals, and reasons for applying to the program.

## Course Requirements

Knowledge of certain fundamental areas in psychology is necessary as preparation for advanced courses. These areas are covered in the following foundation courses:

### Foundation Courses

|         |   |     |
|---------|---|-----|
| PSY 626 | Psychological Research and Statistics.....                  | (3) |
| PSY 656 | Physiological Psychology .....                              | (3) |
| PSY 657 | Psychopathology.....  | (3) |
| PSY 658 | Individual and Family Development: A Life Cycle Approach... | (3) |
| PSY 659 | Principles and Theories of Learning .....                   | (3) |

Students who have taken undergraduate or graduate-level courses judged to be equivalent in content to foundation-level courses may petition to waive such courses. This requirement may be demonstrated by completing the equivalent course at an accredited institution within the preceding seven years, receiving a grade of "B" or better; completing a Pepperdine graduate-level course or equivalent; or passing a challenge exam administered by the division.

The following courses in Level I and Level II may be taken in any sequence after prerequisites have been satisfied:

**Level I Courses**

|         |   |     |
|---------|---|-----|
| PSY 606 | Interpersonal Skills and Group Therapy.....   | (3) |
| PSY 607 | Social Psychology.....                        | (3) |
| PSY 610 | Theories of Personality.....                  | (3) |
| PSY 612 | Theories of Counseling and Psychotherapy..... | (3) |
| PSY 641 | Clinical and Evaluation Research Methods..... | (3) |

**Level II Courses**

|         |   |     |
|---------|---|-----|
| PSY 600 | Clinical Management of Psychopathology.....     | (3) |
| PSY 601 | Assessment of Intelligence.....                 | (3) |
| PSY 602 | Personality Assessment.....                     | (3) |
| PSY 637 | Techniques of Counseling and Psychotherapy..... | (3) |
| PSY 695 | Comprehensive Review.....                       | (2) |

Students who receive foundation-level waivers and need additional courses to complete the minimum 36 units required for graduation may take a directed study in any area of faculty expertise. Occasionally, special courses are offered if there is sufficient student interest. Students may take various clinical psychology courses as electives with permission, as long as prerequisites are met. Students who wish to conduct a major research study may do so as a directed study.

## Course Descriptions

**PSY 600 Clinical Management of Psychopathology (3)**

This course is designed to build practical clinical skills in diagnosis, problem formulation, and crisis intervention. In addition to the DSM IV, the course examines psychopathology from psychodynamic, behavioral, humanistic, and psychosocial perspectives. Students are also taught standard intake skills and an introduction to psychopharmacology. Prerequisites: PSY 610 and 657.

**PSY 601 Assessment of Intelligence (3)**

Students examine the theory and clinical assessment of cognitive functioning, with emphasis on commonly used instruments, including the Stanford Binet, Wechsler Adult Intelligence Scale, and Wechsler Intelligence Scale for Children. Practical experiences are offered in administration, scoring, interpretation, and professional report writing.

**PSY 602 Personality Assessment (3)**

This course studies administration, scoring, and interpretation of commonly used instruments for the clinical assessment of personality, with emphasis on interviewing techniques, personality inventories, and projective techniques. Tests covered include the Minnesota Multiphasic Personality Inventory-2, Draw-a-Person, Bender Gestalt, Sentence Completion, Thematic Apperception Test, and the Rorschach Inkblot Test. Experiences in assessment and professional report writing are provided. Prerequisite: PSY 610.

**PSY 606 Interpersonal Skills and Group Therapy (3)**

This course examines group formats for therapeutic change, personal development, interpersonal skills training, and relationship enhancement. An experiential laboratory group is included.

**PSY 607 Social Psychology (3)**

This survey course focuses on the interrelationships between individuals and the social environment. Students examine the dynamics of interpersonal influence in diverse contexts, including attitude formation and change, persuasion, social cognition, stereotyping and prejudice, obedience and conformity, attraction, altruism and aggression, leadership in groups, and political and health psychology.

**PSY 610 Theories of Personality (3)**

Major theoretical approaches to personality are surveyed from a historical perspective. Emphasis is placed upon contemporary clinical expressions of these approaches and the operation of theoretical assumptions in clinical practice.

**PSY 612 Theories of Counseling and Psychotherapy (3)**

Major theoretical approaches to the practice of counseling and psychotherapy are examined. The course places special emphasis on the key assumptions of various applied theories, the role and basic methods of clinical assessment, the stages of therapy, the role of the therapeutic relationship, and the goals and strategies to effect change. Each theory will also be examined for its cross-cultural application. Prerequisite: PSY 610.

**PSY 626 Psychological Research and Statistics (3)**

This is a survey course covering basic concepts in statistics and research. Experimental research designs and correlational research are highlighted. Statistical topics include levels of measurement, central tendency, dispersion, correlation, and the use of inferential statistics for hypothesis testing. Emphasis is given to helping students become knowledgeable consumers of research. Students are exposed to the use of computers in all aspects of psychological research.

**PSY 637 Techniques of Counseling and Psychotherapy (3)**

Through an examination of the application of major techniques of counseling and psychotherapy, students learn how to interview, formulate clinical cases, develop treatment plans, and facilitate therapeutic processes consistent with each major theoretical approach. Students gain practical skills by means of clinical case material and supervised laboratory exercises that supplement classroom lectures. Prerequisites: PSY 612.

**PSY 641 Clinical and Evaluation Research Methods (3)**

This course emphasizes applied research techniques, including treatment evaluation, program evaluation, and survey research. The student learns how to apply methodological and data analysis techniques to the clinical setting. Prerequisite: PSY 626.

**PSY 656 Physiological Psychology (3)**

Examines a wide range of brain-behavior relationships with specific emphasis on aspects of psychological development and clinical practice. The long-term effects of childhood trauma; the effects of head injury; and the neurological aspects of disorders, such as autism, schizophrenia, and depression, are also discussed.

**PSY 657 Psychopathology (3)**

Survey course that examines the historical and conceptual perspectives on psychopathology and the manner in which these perspectives interface with therapeutic strategies.

**PSY 658 Individual and Family Development: A Life Cycle Approach (3)**

Students study the biological, psychological, and social development of individuals and families throughout the life span. The impacts of experiences such as childbirth, adolescence, marriage, divorce, aging, and long-term care on individuals and families are explored.

**PSY 659 Principles and Theories of Learning (3)**

Provides a survey of the field of learning and highlights the relevance of learning for the practice of counseling and psychotherapy.

**PSY 695 Comprehensive Review (2)**

Students receive an intensive review of the core areas in psychology covered in the student's curriculum. Students are examined on their knowledge of each area following its review in class sessions. The average score resulting from these examinations represents the grade for the comprehensive examination. Prerequisites: PSY 600, 602, 610, and 626.



## **Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy: Daytime Format**

The focus of this program is to provide a strong master's-level foundation in the areas of clinical psychology and marriage and family therapy. The curriculum is designed to meet the academic requirements for the Marriage and Family Therapist (MFT) license in California, as specified in sections 4980.37, 4980.40, and 4980.41 of the California Business and Professions Code. As part of their curriculum, students are required to gain supervised counseling experience in approved clinical settings. In this manner, students may earn a portion of the 3,000 hours of experience required for the MFT license.

The program is designed for those who wish to gain knowledge and develop skills related to providing psychotherapeutic services in a variety of settings. In addition, this program provides an academic and practicum foundation which may be helpful for students who plan to enter doctoral programs in family therapy or clinical, counseling, community, or developmental psychology.

This program is designed for full time students only. It is open to new students in September of each year and is offered at Pepperdine's state-of-the-art Drescher Graduate Campus in Malibu. Students are required to begin working in field placement settings during their second term in the program and for each successive term.

### **Admission Requirements**

For the daytime format, a bachelor's degree in psychology is preferred. However, qualified applicants who possess a bachelor's degree in a related academic field (e.g., sociology, social work, child and family development) may also be considered.

All applicants must submit:

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from the accredited institution that awarded the baccalaureate degree to the applicant.
- Scores from the Graduate Record Examination (GRE), taken within the last five years, or the Miller Analogies Test (MAT), taken within the last two years.
- Two professional recommendations from individuals familiar with the applicant's academic and professional competencies.
- A two- to five-page typed autobiographical description of previous training and experience, current interests, future professional goals, and reasons for applying to the program.

## Course Requirements

The daytime format is 20 months in length and students complete 12 units the first term and 11 units each subsequent term except in the summer, which requires five units.

### Core Courses

The following 50 units of course work are required and are completed in a specific sequence:

|         |  |           |
|---------|--|-----------|
| PSY 600 | Clinical Management of Psychopathology.....                | (3)       |
| PSY 603 | Assessment for Marriage and Family Therapists.....         | (3)       |
| PSY 606 | Interpersonal Skills and Group Therapy.....                | (3)       |
| PSY 622 | Cross-Cultural Counseling.....                             | (3)       |
| PSY 623 | Professional Ethics and the Law.....                       | (3)       |
| PSY 624 | Substance Abuse Evaluation and Treatment.....              | (3)       |
| PSY 626 | Psychological Research and Statistics.....                 | (3)       |
| PSY 627 | Psychopharmacology.....                                    | (2)       |
| PSY 628 | Human Sexuality.....                                       | (1)       |
| PSY 637 | Techniques of Counseling and Psychotherapy.....            | (3)       |
| PSY 639 | Marriage and Family Therapy I.....                         | (3)       |
| PSY 640 | Marriage and Family Therapy II.....                        | (3)       |
| PSY 642 | Professional Practice and Mental Health Systems.....       | (3)       |
| PSY 658 | Individual and Family Development: A Life Cycle Approach.. | (3)       |
| PSY 662 | Clinical Practicum.....                                    | (2,2,2,2) |
| PSY 668 | Clinical Interventions with Children and Adolescents.....  | (3)       |

### Continuation in Program

In addition to meeting academic standards for graduation, students are expected to meet generally accepted behavioral criteria for a mental health professional. Relevant areas include, but are not limited to, following appropriate ethical-legal standards, demonstrating reasonable maturity in professional interpersonal contacts, and remaining relatively free of personal-emotional behaviors that could constitute a potential threat to the welfare of the public to be served. A faculty panel will review feedback from professors concerning individual students and initiate remedial interventions where deemed necessary. Whereas every attempt will be made to resolve problems, it is possible that these procedures could lead to dismissal from the program.

### Personal Psychotherapy for Training Clinicians

The psychology faculty and administration recommend personal therapy for all students training to be psychotherapists since it is believed that personal therapy is a vital component of the training and growth of the psychotherapist and that it is the professional responsibility of every therapist to identify, address, and work through personal and relational issues that may have an impact on clinical interactions with future clients.

## Field Placement

MFT Clinical Training and Professional Development staff assist students in locating Pepperdine-approved practicum sites. The clinical training staff visit and evaluate established and potential sites, while maintaining the Field Placement Directory, in which sites approved by Pepperdine are listed. This directory can be found at each Pepperdine graduate campus.

## Marriage and Family Therapist License Requirements

A licensed marriage and family therapist in California is able to offer psychotherapeutic services to those with relationship dysfunctions and to collect a fee for such services. The Board of Behavioral Sciences (BBS) governs the licensing process. The current general requirements for the license include the following:

- A state-approved master's degree that includes a minimum of 48 semester units of course work in the content areas specified by law.
- Supervised experience totaling 3,000 hours in assessing and treating individuals, couples, families, and groups to improve their interpersonal relationships.
- A seven-hour workshop on the assessment and reporting of child abuse.
- The Standard Written MFT exam and the Written Clinical Vignette exam, both of which are maintained by the BBS.

Specific licensing requirements depend on when the student enters a master's program, graduates, and applies for licensing. Pepperdine's primary role is to assist students in completing academic requirements for the license. Pepperdine is also responsible for coordinating and approving all MFT hours gained before the degree is earned. Since licensing requirements change periodically, students are advised that it may be necessary to modify the curriculum of the clinical psychology program so that it may continue to conform to the current requirements. Also, students should maintain contact with the BBS to stay informed on any changes that may affect their efforts to obtain a license. A copy of the current MFT regulations may be obtained by writing to the Board of Behavioral Sciences, 1625 North Market Blvd., Suite S-200, Sacramento, CA 95834. Students are encouraged to visit the BBS Web site at [www.bbs.ca.gov](http://www.bbs.ca.gov) for additional information about licensing. Students should also contact the clinical training staff to obtain a copy of the MFT Handbook that lists essential information on BBS and Pepperdine MFT requirements.

## Course Descriptions

### PSY 600 Clinical Management of Psychopathology (3)

This course is designed to build practical clinical skills in diagnosis, problem formulation, and crisis intervention. In addition to the DSM IV, the course examines psychopathology from psychodynamic, behavioral, humanistic, and psychosocial perspectives. Students are also taught standard intake skills and an introduction to psychopharmacology.

**PSY 603 Assessment for Marriage and Family Therapists (3)**

This course covers the fundamentals of psychological testing and examines the application of psychological instruments to the assessment of individuals, couples, and families within the practice of marriage and family therapy. Students gain experience in the administration, scoring, and interpretation of selected tests.

**PSY 606 Interpersonal Skills and Group Therapy (3)**

This course examines group formats for therapeutic change, personal development, interpersonal skills training, and relationship enhancement. An experiential laboratory group is included.

**PSY 622 Cross-Cultural Counseling (3)**

Cross-cultural factors are studied in various ethnic groups as they relate to marriage and family treatment procedures.

**PSY 623 Professional Ethics and the Law (3)**

This course considers ethical standards for therapists and reviews legal issues that influence the professional practice of marriage and family therapy and psychotherapy.

**PSY 624 Substance Abuse Evaluation and Treatment (3)**

This course investigates the methods used in assessing and treating alcoholism, drug addiction, and other forms of substance dependency, employing individual and family treatment models.

**PSY 626 Psychological Research and Statistics (3)**

This is a survey course covering basic concepts in statistics and research. Experimental research designs and correlational research are highlighted. Statistical topics include levels of measurement, central tendency, dispersion, correlation, and the use of inferential statistics for hypothesis testing. Emphasis is given to helping students become knowledgeable consumers of research. Students are exposed to the use of computers in all aspects of psychological research.

**PSY 627 Psychopharmacology (2)**

This course uses a biopsychosocial model to examine the history and use of psychopharmacology for the treatment of mental disorders and includes the study of neurobiology and mechanisms of action of the major psychotropic drugs. The role of gender, culture, age, and other variables on the indications and use of medications is examined.

**PSY 628 Human Sexuality (1)**

This course fulfills requirements for the MFT license and includes the study of physiological-psychological and social-cultural variables associated with sexual identity, sexual behavior, and sexual disorders.

**PSY 637 Techniques of Counseling and Psychotherapy (3)**

Through an examination of the application of major techniques of counseling and psychotherapy, students learn how to interview, formulate clinical cases, develop treatment plans, and facilitate therapeutic processes consistent with each major theoretical approach. Students gain practical skills by means of

clinical case material and supervised laboratory exercises that supplement classroom lectures.

**PSY 639 Marriage and Family Therapy I (3)**

Covers assessment, diagnosis, and intervention strategies for individuals, couples, families, and children according to the systemic application of psychodynamic, humanistic, communication, experiential, and integrative models. This course includes didactic and audiovisual presentations, role-play simulations, and case work-ups.

**PSY 640 Marriage and Family Therapy II (3)**

Continues the study of the assessment, diagnosis, and treatment of individuals, couples, and families using interactional and brief models. Major theoretical approaches covered include strategic, structural, and cognitive-behavioral models, as well as postmodern approaches such as narrative and solution-focused therapy.

**PSY 642 Professional Practice and Mental Health Systems (3)**

This course is designed to explore the evolving professional and economic climate for MFTs. Opportunities for practice are examined, including private and group practice, the workplace, medical settings, mediation, managed care and community mental health, together with preferred treatment modalities. This course satisfies the BBS requirement for course work in spousal or partner abuse assessment, detection, and intervention.

**PSY 658 Individual and Family Development: A Life Cycle Approach (3)**

Students study the biological, psychological, and social development of individuals and families throughout the life span. The impacts of experiences such as childbirth, adolescence, marriage, divorce, aging, and long-term care on individuals and families are explored.

**PSY 662 Clinical Practicum (2)**

Students receive consultation from the instructor and feedback from other students on clinical cases in their field placement settings. Students formulate and present cases using a variety of family systems and interactional models. Students must register for PSY 662 for two units each term, over a period of four successive terms, for a total of eight units. Students must obtain a placement in an approved clinical setting, with a signed, written agreement, prior to the first class meeting. Clinical hours gained while enrolled in practicum count toward MFT license requirements.

**PSY 668 Clinical Interventions with Children and Adolescents (3)**

Provides an overview of issues and therapeutic methods relevant to the treatment of children and adolescents. Issues distinguishing working with youth as opposed to adults are examined, along with relevant legal and ethical concerns, assessment strategies, major theoretical approaches to treating children and adolescents, and treatment strategies for common forms of childhood psychopathology. Emphasis is placed on using therapeutic methods with established efficacy and on incorporating parents, family, and other contextual factors into treatment.

## **Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy: Evening Format**

The focus of this program is to provide a strong master's-level foundation in the areas of clinical psychology and marriage and family therapy. The curriculum is designed to meet the academic requirements for the Marriage and Family Therapist (MFT) license in California, as specified in sections 4980.37, 4980.40, and 4980.41 of the California Business and Professions Code. As part of their curriculum, students are required to gain supervised counseling experience in approved clinical settings. In this manner, students may earn a portion of the 3,000 hours of experience required for the MFT license.

The program is designed for persons who wish to gain knowledge and develop skills related to providing psychotherapeutic services in a variety of settings. In addition, this program provides an academic and practicum foundation which may be helpful for students who plan to enter doctoral programs in family therapy or clinical, counseling, community, or developmental psychology.

The Master of Arts in Clinical Psychology with an Emphasis in Marriage and Family Therapy program is offered on weeknights and afternoons at the West Los Angeles, Encino, and Irvine Graduate Campuses. This format, which admits new students three times a year, permits students to create a flexible schedule and to enroll on a part-time or full time basis.

### **Admission Requirements**

Applicants to the evening format may possess a bachelor's degree in any field. Applicants without recent course work (within the last seven years) in psychology, however, will be required to complete foundational courses in preparation for the core curriculum.

All applicants must submit:

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from the accredited institution that awarded the baccalaureate degree to the applicant.
- Scores from the Graduate Record Examination (GRE), taken within the last five years, or the Miller Analogies Test (MAT), taken within the last two years. These tests may be waived for applicants for the evening format only who fulfill one of the following criteria: seven or more years of professional full time work experience, a cumulative undergraduate GPA of 3.7 or higher, or a completed master's degree. Applicants who wish to waive the GRE/MAT requirement must submit an additional two- to five-page statement summarizing their work experience and describing how this experience has helped to prepare them for graduate study in psychology.

- Two professional recommendations from individuals familiar with the applicant's academic and professional competencies.
- A two- to five-page typed autobiographical description of previous training and experience, current interests, future professional goals, and reasons for applying to the program.

## Course Requirements

Students whose bachelor's degrees are in fields other than psychology may be considered for Admission to this format. The program requires 48–63 units, depending upon previous course work. The total number of units students complete toward the degree will depend upon the number of foundation courses waived and current MFT licensing requirements. If a student has completed the foundation courses elsewhere and has them waived, and if applicable graduate units are transferred in, as few as 42 units must be taken. If a student must complete all foundation and core requirements, a total of 63 units must be completed. The units will consist of the courses listed below from the foundation and core requirements.

### Foundation Courses

The courses listed below are considered foundational to the program and must be completed prior to enrolling in core courses. Students who have completed any of these courses at the undergraduate level may seek permission to waive such courses, provided they were completed at an accredited institution, within the preceding seven years, at a grade of "B" or better. Foundation courses taken at the graduate level may be waived or transferred (maximum of six semester units for transfers). Permission to waive or transfer credits should be requested at the time of Admission.

|         |  |     |
|---------|--|-----|
| PSY 610 | Theories of Personality.....               | (3) |
| PSY 626 | Psychological Research and Statistics..... | (3) |
| PSY 656 | Physiological Psychology.....              | (3) |
| PSY 657 | Psychopathology.....                       | (3) |
| PSY 659 | Principles and Theories of Learning.....   | (3) |

### Core Courses

The core courses listed below may be completed in any sequence after the necessary prerequisites have been met. The core courses may not be waived and are eligible for transfer only.

|         |  |     |
|---------|--|-----|
| PSY 600 | Clinical Management of Psychopathology.....        | (3) |
| PSY 603 | Assessment for Marriage and Family Therapists..... | (3) |
| PSY 606 | Interpersonal Skills and Group Therapy.....        | (3) |
| PSY 612 | Theories of Counseling and Psychotherapy.....      | (3) |
| PSY 622 | Cross-Cultural Counseling.....                     | (3) |
| PSY 623 | Professional Ethics and the Law.....               | (3) |
| PSY 624 | Substance Abuse Evaluation and Treatment.....      | (3) |
| PSY 627 | Psychopharmacology.....                            | (2) |

|         |   |         |
|---------|---|---------|
| PSY 628 | Human Sexuality .....                                       | (1)     |
| PSY 637 | Techniques of Counseling and Psychotherapy .....            | (3)     |
| PSY 639 | Marriage and Family Therapy I .....                         | (3)     |
| PSY 640 | Marriage and Family Therapy II .....                        | (3)     |
| PSY 642 | Professional Practice and Mental Health Systems .....       | (3)     |
| PSY 658 | Individual and Family Development: A Life Cycle Approach .. | (3)     |
| PSY 662 | Clinical Practicum .....                                    | (2,2,2) |
| PSY 668 | Clinical Interventions with Children and Adolescents .....  | (3)     |

### **Continuation in Program**

In addition to meeting academic standards for graduation, students are expected to meet generally accepted behavioral criteria for a mental health professional. Relevant areas include, but are not limited to, following appropriate ethical-legal standards, demonstrating reasonable maturity in professional interpersonal contacts, and remaining relatively free of personal-emotional behaviors that could constitute a potential threat to the welfare of the public to be served. A faculty panel will review feedback from professors concerning individual students and initiate remedial interventions where deemed necessary. Whereas every attempt will be made to resolve problems, it is possible that these procedures could lead to dismissal from the program.

### **Personal Psychotherapy for Training Clinicians**

The psychology faculty and administration strongly recommend personal therapy for all students training to be psychotherapists since it is believed that personal therapy is a vital component of the training and growth of the psychotherapist and that it is the professional responsibility of every therapist to identify, address, and work through personal and relational issues that may have an impact on clinical interactions with future clients.

### **Field Placement**

MFT Clinical Training and Professional Development staff provide resources to MFT students to secure appropriate practicum settings. The Clinical Training staff visit and evaluate established and potential sites, while maintaining the site directory. This directory can be found at each Pepperdine graduate campus and on the Pepperdine GSEP website.

### **Marriage and Family Therapist License Requirements**

A licensed marriage and family therapist in California is able to offer psychotherapeutic services to those with relationship dysfunctions and to collect a fee for such services. The Board of Behavioral Sciences (BBS) governs the licensing process. The current general requirements for the license include the following:

- A state-approved master's degree that includes a minimum of 48 semester units of course work in the content areas specified by law.
- Supervised experience totaling 3,000 hours in assessing and treating individuals, couples, families, and groups to improve their interpersonal relationships.



- A seven-hour workshop on the assessment and reporting of child abuse (in addition to the MACLP curriculum).
- A written exam and written clinical vignette administered by the BBS.

Specific licensing requirements depend on when the student enters a master's program, graduates, and applies for licensing. Pepperdine's primary role is to assist students in completing academic requirements for the license. Pepperdine is also responsible for coordinating and approving all MFT hours gained before the degree is earned. Since licensing requirements change periodically, students are advised that it may be necessary to modify the curriculum of the clinical psychology program so that it may continue to conform to the current requirements. Also, students should maintain contact with the BBS to stay informed on any changes which may affect their efforts to obtain a license. A copy of the current MFT regulations may be obtained by writing to the Board of Behavioral Sciences, 1625 North Market Blvd., Suite S-200, Sacramento, CA 95834. Students are encouraged to visit the BBS Web site at [www.bbs.ca.gov](http://www.bbs.ca.gov) for additional information about licensing. Students should also contact the clinical training staff to obtain a copy of the MFT Handbook (or view online) that lists essential information on BBS and Pepperdine MFT requirements.

### **The M. Norvel and Helen M. Young Endowed Chair in Family Life**

This chair in the Graduate School of Education and Psychology was endowed by friends of M. Norvel and Helen M. Young in recognition of their 35 years of dedicated service to Pepperdine University. Dr. M. Norvel Young served Pepperdine University as a professor, president, chancellor, chairman of the Board of Regents and chancellor emeritus. Helen M. Young, who founded the Associated Women for Pepperdine, continues to teach in the fields of religion and family studies. Dr. Dennis Lowe, professor of psychology and director of the Center for the Family, has held this chair since 1993.

## Course Descriptions

### **PSY 600 Clinical Management of Psychopathology (3)**

This course is designed to build practical clinical skills in diagnosis, problem formulation, and crisis intervention. In addition to the DSM IV, the course examines psychopathology from psychodynamic, behavioral, humanistic, and psychosocial perspectives. Students are also taught standard intake skills and an introduction to psychopharmacology. Prerequisites PSY 657.

### **PSY 603 Assessment for Marriage and Family Therapists (3)**

This course covers the fundamentals of psychological testing and examines the application of psychological instruments to the assessment of individuals, couples, and families within the practice of marriage and family therapy. Students gain experience in the administration, scoring, and interpretation of selected tests. Prerequisite: PSY 626.

### **PSY 606 Interpersonal Skills and Group Therapy (3)**

This course examines group formats for therapeutic change, personal development, interpersonal skills training, and relationship enhancement. An experiential laboratory group is included.

### **PSY 610 Theories of Personality (3)**

Major theoretical approaches to personality are surveyed from a historical perspective. Emphasis is placed upon contemporary clinical expressions of these approaches and the operation of theoretical assumptions in clinical practice.

### **PSY 612 Theories of Counseling and Psychotherapy (3)**

Major theoretical approaches to the practice of counseling and psychotherapy are examined. The course places special emphasis on the key assumptions of various applied theories, the role and basic methods of clinical assessment, the stages of therapy, the role of the therapeutic relationship, and the goals and strategies to effect change. Each theory will also be examined for its cross-cultural application. Prerequisite: PSY 610.

### **PSY 622 Cross-Cultural Counseling (3)**

Cross-cultural factors are studied in various ethnic groups as they relate to marriage and family treatment procedures.

### **PSY 623 Professional Ethics and the Law (3)**

This course considers ethical standards for therapists and reviews legal issues that influence the professional practice of marriage and family therapy and psychotherapy. Prerequisite: PSY 606, 610, and 612.

### **PSY 624 Substance Abuse Evaluation and Treatment (3)**

This course investigates the methods used in assessing and treating alcoholism, drug addiction, and other forms of substance dependency, employing individual and family treatment models. Prerequisite: PSY 600, 606, 610, and 612.

### **PSY 626 Psychological Research and Statistics (3)**

This is a survey course covering basic concepts in statistics and research. Experimental research designs and correlational research are highlighted. Statistical topics include levels of measurement, central tendency, dispersion,

correlation, and the use of inferential statistics for hypothesis testing. Emphasis is given to helping students become knowledgeable consumers of research. Students are exposed to the use of computers in all aspects of psychological research.

**PSY 627 Psychopharmacology (2)**

This course uses a biopsychosocial model to examine the history and use of psychopharmacology for the treatment of mental disorders and includes the study of neurobiology and mechanisms of action of the major psychotropic drugs. The role of gender, culture, age, and other variables on the indications and use of medications is examined. Prerequisites: PSY 656. Note: This course is required for students who entered or transferred to the MACLP program after 1/1/01.

**PSY 628 Human Sexuality (1)**

This course fulfills requirements for the MFT license and includes the study of physiological-psychological and social-cultural variables associated with sexual identity, sexual behavior, and sexual disorders. Note: This course is required for students who entered or transferred to the MACLP program after 1/1/01.

**PSY 637 Techniques of Counseling and Psychotherapy (3)**

Through an examination of the application of major techniques of counseling and psychotherapy, students learn how to interview, formulate clinical cases, develop treatment plans, and facilitate therapeutic processes consistent with each major theoretical approach. Students gain practical skills by means of clinical case material and supervised laboratory exercises that supplement classroom lectures. Prerequisites PSY 612.

**PSY 639 Marriage and Family Therapy I (3)**

Covers assessment, diagnosis, and intervention strategies for individuals, couples, families, and children according to the systemic application of psychodynamic, humanistic, communication, experiential, and integrative models. This course includes didactic and audiovisual presentations, role-play simulations, and case work-ups. Prerequisite: PSY 600, 606, 610, and 612.

**PSY 640 Marriage and Family Therapy II (3)**

Continues the study of the assessment, diagnosis, and treatment of individuals, couples, and families using interactional and brief models. Major theoretical approaches covered include strategic, structural, and cognitive-behavioral models, as well as postmodern approaches such as narrative and solution-focused therapy. Prerequisites PSY 639.

**PSY 642 Professional Practice and Mental Health Systems (3)**

This course is designed to explore the evolving professional and economic climate for MFTs. Opportunities for practice are examined, including private and group practice, the workplace, medical settings, mediation, managed care and community mental health, together with preferred treatment modalities. Exercises designed to help students prepare for the state oral licensing exam are included. This course satisfies the BBS requirement for course work in spousal or partner abuse assessment, detection, and intervention. Prerequisites: PSY 622, 639, 640, and one semester PSY 662.

**PSY 656 Physiological Psychology (3)**

Examines a wide range of brain-behavior relationships with specific emphasis on aspects of psychological development and clinical practice. The long-term effects of childhood trauma; the effects of head injury; and the neurological aspects of disorders, such as autism, schizophrenia, and depression, are also discussed.

**PSY 657 Psychopathology (3)**

Survey course that examines the historical and conceptual perspectives on psychopathology and the manner in which these perspectives interface with therapeutic strategies.

**PSY 658 Individual and Family Development: A Life Cycle Approach (3)**

Students study the biological, psychological, and social development of individuals and families throughout the life span. The impacts of experiences such as childbirth, adolescence, marriage, divorce, aging, and long-term care on individuals and families are explored.

**PSY 659 Principles and Theories of Learning (3)**

Provides a survey of the field of learning and highlights the relevance of learning for the practice of counseling and psychotherapy.

**PSY 662 Clinical Practicum (2)**

Students receive consultation from the instructor and feedback from other students on clinical cases in their field placement settings. Students formulate and present cases using a variety of family systems and interactional models. Students must register for PSY 662 for two units each term, over a period of three consecutive terms\*, for a total of six units. Students must obtain a practicum site in an approved clinical setting, with a signed, written agreement, prior to the first class meeting. Clinical hours gained while enrolled in practicum count toward MFT license requirements. Prerequisites: PSY 600, 606, 612, 623, 637, and 639.

*\*Students will be permitted to enroll in their first practicum class and simultaneously begin their MFT Traineeship only in the Fall and Spring terms.*

**PSY 668 Clinical Interventions with Children and Adolescents (3)**

Provides an overview of issues and therapeutic methods relevant to the treatment of children and adolescents. Issues distinguishing working with youth as opposed to adults are examined, along with relevant legal and ethical concerns, assessment strategies, major theoretical approaches to treating children and adolescents, and treatment strategies for common forms of childhood psychopathology. Emphasis is placed on using therapeutic methods with established efficacy and on incorporating parents, family, and other contextual factors into treatment. Prerequisites PSY 658.

## Doctor of Psychology

The doctoral program in clinical psychology is accredited by the American Psychological Association\* and awards the Doctor of Psychology (Psy.D.) degree. The program exemplifies the practitioner-scholar model of professional training and prepares clinical psychologists to apply knowledge obtained from psychological science to the promotion of mental health and for the welfare of individuals, families, groups, institutions, and society at large. This model of training is recognized by the American Psychological Association as appropriate for the preparation of clinical psychology practitioners. An emphasis is placed on developing knowledge, skills, and attitudes leading to competence as a clinician and as a scholar. Skills in assessment, diagnosis, and treatment are developed for application in a wide range of clinical settings, taking into consideration features of individual and cultural diversity.

Graduates, following completion of postdoctoral clinical training, are eligible to be examined for licensure as psychologists throughout the country. Psychologists trained within the practitioner-scholar model usually establish careers in clinical practice within private and public settings, including clinics, hospitals, and community agencies, as well as teach and provide supervision in colleges and universities. Psychologists also serve as consultants to corporate, public, educational, and religious institutions and conduct program evaluation and design community and group intervention programs.

The Psy.D. program is a post-master's program that consists of three years of course work and supervised clinical training, one year of internship, and completion of a clinical dissertation. The philosophy of the program is informed by the observation that clinical psychology is an evolving discipline and that new knowledge and practices emerge from many different theoretical orientations and epistemological traditions. In keeping with this perspective, the program reflects a generalist orientation as well as offers opportunities to study with experts in their respective specialties. Attention is placed throughout the curriculum on principles derived from psychology as a science. Thus, students are expected to master the theoretical and research literature that supports clinical practice. Further, students are required to uphold ethical and professional standards throughout their academic, clinical, and research training.

*\*For further information about the accreditation status of this or any other psychology doctoral program, please contact the APA Office of Consultation and Accreditation, American Psychological Association, 750 First Street NE, Washington, DC 20002-4242, Phone: (202) 336-5979.*

### Clinical Training

Clinical training complements academic course work and provides a range of supervised experience upon which professional competence is established. Clinical training during the first year is conducted within one of four university clinics and may include collaborative training rotations within school and community mental health settings. The second and third year practica are completed at external rotations in the community including placement in major

medical centers, community mental health agencies, psychiatric hospitals, and inpatient facilities. Training is comprehensive and includes rotations providing psychological assessment (cognitive, personality, neuropsychological testing) and treatment under expert supervision, including clinical rotations serving adults, adolescents, children, and families. Satisfactory completion of practicum courses and rotations is required to advance to internship. Internship affords a capstone experience in clinical training during the fourth year. Consistent with APA guidelines, students must complete a full year of internship before receiving their degree. Intern placement, ordinarily at APA-accredited or APPIC and CAPIC training sites, must be approved by the director of clinical training. Ninety-five percent of Psy.D. program applicants (168 of 177) were placed in internships commencing in 2001-2007; 126 (71%) were placed in APA internships, 34 (19%) in APPIC internships, 7 (4%) in CAPIC internships; and 160 (90%) were placed in paid internships. Since students will normally not have any other course requirements during the internship, they are free to complete internships in approved sites anywhere in the country.

### **Student Disclosure of Personal Information**

It is widely acknowledged that both personal and professional factors contribute to the conduct of psychotherapy and in the provision of other clinical services. Students training to become clinical psychologists are therefore encouraged to develop insight into personal factors that may affect their performance as clinicians. In courses and throughout clinical training, particularly in clinical supervision, instructors and supervisors engage students in activities and processes that are intended to facilitate greater self-reflection and self-awareness. This statement advises students and potential applicants [in accordance with the American Psychological Association (APA, 2002) ethics code 7.04 (Student Disclosure of Personal Information)] that in the course of their class work at Pepperdine University and clinical training in University clinics, external practicum rotations and internship, they may be required or invited to disclose personal information, which is deemed relevant to their performance in coursework and in training-related activities as well as to their professional development. For example, in a psychotherapy course or in supervision, students may be asked to discuss personal issues or to disclose personal information to facilitate the student's learning of a psychological concept and/or to enhance understanding of the role of a clinician's personal factors in the therapeutic process. In the clinical setting, such inquiries may not only encourage professional growth in the student but may also be required to assure professional standards of practice and client welfare. If students or applicants have any questions regarding this policy, please contact the Director of the Psy.D. Program.

### **Clinical Competence Examination**

The Clinical Competence Examination provides an opportunity to assess the clinical competence of students preparing to apply for internships. Preparing for and taking the examination encourages the integration of all facets of doctoral

education and clinical training completed during the first two years of the program. The examination is considered in evaluating a student's readiness to take on the increased professional responsibilities of the pre-doctoral internship. Accordingly, a grade of "Pass" is required to accept an internship offer. The examination is offered during the summer session of the second year and the fall semester of the third year. Students who fail the examination three times will be dismissed from the program.

### **Clinical Dissertation**

An essential feature of a university-based doctoral program is a commitment to scholarship. Students complete a clinical dissertation, which provides an opportunity to study a clinically relevant topic, selecting from a host of approaches to scholarship. These methods include quantitative and qualitative empirical research, program evaluation, meta-analysis, theoretical scholarship, community-based action research projects, critical analysis of the literature, clinical application and analysis, and program or model development. Students are given extensive support throughout the dissertation development process. Work on the dissertation commences in the first year and is supported by dissertation seminar courses, research method and statistics courses, and direct supervision by tenure-track, full time faculty. Opportunities exist to conduct research on a topic of individual choice or to collaborate in an ongoing faculty research program. Doctoral students learn research methods not only for application in professional practice and consultation but to advance scientific knowledge. A list of recent dissertation titles and a copy of the Clinical Dissertation Handbook are available from the PsyD. program office.

### **Continuation in Program**

The majority of students complete the PsyD. degree in a timely fashion. Seventy-one percent of the graduating classes of 2001-2008 completed the degree in within 5 years [69 (48%) graduated in 4 years; 33 (23%) in 5 years; 19 (13%) in 6 years; 5 (4%) in 7 years and 12 (8%) in 8 years and 6 (4%) in over 8 years]. Attrition from the program is low; six (< 3%) students left the program from the 2001-2007 cohorts.

Continuation in the program is subject to review by the program administration in consultation with the Psychology Division Faculty Panel. Matriculation is granted based on meeting program expectations as demonstrated in a review of academic performance which includes evaluations of course work, supervised clinical experience in practicum and internship rotations, and interpersonal competencies and behavioral criteria consistent with the professional role of a clinical psychologist.

Students are expected to dedicate themselves fully to achieve academic excellence and to comport themselves in an ethical and professional manner. At minimum, each student is expected to attain at least a "B" in each doctoral course. A grade below "B-" in any doctoral course requires review of the student's suitability for continuing doctoral study. Although students may earn a grade below "B" in one of their courses, they must maintain an overall 3.0 grade

point average. Some courses are offered on a Credit/No Credit basis. To receive credit, a student must demonstrate doctoral-level performance as determined by the instructor.

Evaluations of student performance in clinical training are obtained from individual clinical supervisors and practicum instructors and are reviewed by the director of clinical training. Students are expected to demonstrate increasing competence and professional skill which include interpersonal competencies and behavioral criteria consistent with the role of a clinical psychologist as well as compliance with ethical standards and legal mandates throughout clinical training. Progression is granted based on satisfactory performance in clinical training as well as in course work.

The profession of clinical psychology requires individual psychological and interpersonal competencies in addition to intelligence, motivation, and academic preparation. Such generally accepted behavioral criteria include, but are not limited to, interpersonal attributes and skills such as the ability to work with others, the ability to listen and to communicate effectively, the ability to consider and to use feedback, and abilities in personal awareness and self-reflection. Students are expected to exhibit behaviors and attitudes consistent with appropriate ethical-legal canons and to maintain a professional attitude and conduct in classroom, research, and clinical environments. The appearance of interpersonal-emotional behaviors or attitudes that could significantly impair academic and clinical performance may result in administrative review; recommended or mandated psychological consultation; and/or intervention, probation, suspension, or dismissal from the program. While every attempt is made to remediate difficulties, serious unresolved problems could lead to termination from the program. For additional information regarding the policies and procedures concerning student evaluation, consult the Psy.D. Program Handbook.

### **Personal Psychotherapy for Clinic**

The psychology faculty and administration recommend personal therapy for all students training to be psychotherapists since it is believed that personal therapy is a vital component of the training and growth of the psychotherapist and that it is the professional responsibility of every therapist to identify and address personal issues that may have an impact on clinical interactions with future clients.

### **Student Advisement**

It is recommended that students develop mentoring and advisement relationships with the faculty members. An advisory relationship provides an opportunity to discuss matters of concern with a member of the faculty and to support ongoing orientation to the program and to the profession. Consultation is advised at any time for assistance in selecting classes and for support, advice, or to review any aspect of the program. Upon entering the program, each student is assigned a faculty advisor. When the student selects the dissertation chair, it is customary for that chairperson to assume full advisement responsibilities.



Upon request, a student may change advisors with the approval of the program director. Additional information is presented in the Psy.D. Program Handbook.

### **Student Participation in Governance**

Psy.D. students have developed a student government association to facilitate the exchange of ideas and information; to increase communication among students, faculty, staff, and administration; to develop proposals for ongoing improvement in the program; and to help solve problems that students encounter. Each class elects representatives to the association and to serve on various program committees, such as the Psy.D. Steering Committee.

## **Admission Requirements**

The Psy.D. program builds upon the foundation of course work and experience obtained during undergraduate and prior graduate education. Applicants for doctoral study should possess a master's degree in psychology or a closely related field that reflects a graduate-level foundation of knowledge in the following domains: biological aspects of behavior, cognitive and affective aspects of behavior, social aspects of behavior; psychological measurement, research methodology, and techniques of data analysis.

The Psy.D. Admissions Committee takes into consideration the breadth and depth of an applicant's foundation of general knowledge of psychology and clinical and research experience in granting admission. Scores of the Graduate Record Examination (including the Psychology Subject Test), in addition to a review of undergraduate and graduate transcripts, provide an assessment of an applicant's general knowledge. The average undergraduate grade point average for students in the 2001-2007 entering classes was 3.27 (Range: 2.14 - 4.00); average GRE Verbal Test Score was 522 (Range: 310 - 760); average GRE Quantitative Test Score was 568 (Range: 270 - 800); and average Psychology Subject Test Score was 605 (Range: 280 - 770). The profession of clinical psychology requires individual and interpersonal competencies in addition to academic preparation. Interpersonal attributes and skills are therefore taken into consideration in assessing an individual's qualification for admission.

- Application for Admission with a nonrefundable processing fee.
- A baccalaureate degree from a regionally-accredited institution.
- A Master's degree from a regionally-accredited institution.
- Official transcript in a registrar's sealed and stamped/signed envelope from the accredited institutions that awarded the baccalaureate and master's degrees to the applicant and all official transcript(s) of postbaccalaureate study.
- An autobiographical statement of three to ten typed pages that addresses factors in the applicant's past that led to an interest in psychology, current interests in psychology, reasons for applying to Pepperdine University, and professional plans ten years after graduating.

- A brief résumé of professional experience both inside and outside the field of psychology (include current professional activities).
- Two recommendations: If possible, one from a college professor familiar with the applicant's academic performance and one from a clinical supervisor familiar with the applicant's clinical skills.
- Scores from the Graduate Record Examination (General and Psychology Subject Test sections), taken no earlier than October 2002. (Note: Students admitted to the Psy.D. program are required to attain a minimum score of 600 on the Psychology Subject Test of the Graduate Record Examination or to complete PSY 700 Special Topics in Psychology: Advanced General Psychology prior to commencing the second year of doctoral studies.)
- The Clinical and Research Experience form, as provided in the application for Admission.
- Personal interviews may be required.
- Optional: It is recommended that applicants submit course descriptions of master's degree courses to assist the Psy.D. Admissions Committee in assessing the breadth and depth of the applicant's academic preparation.

After the initial screening of the applications, the remaining candidates will be invited for interviews by the Psy.D. Admissions Committee and may be required to submit an on-site writing sample at the time of the interview or at some other approved time. Special arrangements for telephone interviews may be made for applicants who reside outside the Southern California area. The committee bases its decisions on an entire mosaic of requirements rather than on any single factor. Students completing their master's degree at Pepperdine University should not assume automatic admission into the doctoral program.

## Course Requirements

Approximately 81–84 units are required. This program is designed to be accomplished after three years of course work, and a one year full time internship. Only in exceptional circumstances, and with approval, may students deviate from the required course sequence. Students may transfer/challenge a maximum of nine graduate semester units. These courses must be equivalent to psychology courses offered in the Psy.D. program. They must be taken at a regionally accredited school after the student has received the bachelor's degree and may not be extension courses. The credit earned must not have been used toward the granting of another degree. The following is a list of courses and their sequence. The University reserves the right to make modifications in the curriculum, involves students in the process of consultation, and provides notification of anticipated changes.

**First-Year Courses****Fall**

|         |  |     |
|---------|--|-----|
| PSY 705 | Sociocultural Bases of Behavior.....         | (3) |
| PSY 706 | Ethical, Legal, and Professional Issues..... | (3) |
| PSY 707 | Interviewing and Intake Evaluation.....      | (2) |
| PSY 710 | Cognitive Assessment.....                    | (3) |
| PSY 760 | Clinical Skills Intensive(A).....            | (2) |

**Spring**

|         |  |     |
|---------|--|-----|
| PSY 714 | Advanced Clinical Psychopathology.....       | (3) |
| PSY 711 | Personality Assessment.....                  | (3) |
| PSY 716 | Psychoanalytic Developmental Psychology..... | (3) |
| PSY 761 | Clinical Skills Intensive(B).....            | (2) |

**Summer**

|         |   |     |
|---------|---|-----|
| PSY 715 | Behavioral Assessment and Intervention..... | (3) |
| PSY 762 | Clinical Skills Intensive(C).....           | (2) |
| PSY 790 | Clinical Dissertation Seminar I.....        | (1) |

**Second-Year Courses****Fall**

|          |  |       |
|----------|--|-------|
| PSY 701  | Research Methods in Clinical Psychology.....   | (3)   |
| PSY 718  | Interventions with Children and Adolescents.....   | (3)   |
| PSY 730* | Theories and Techniques<br>of Psychodynamic Psychotherapy: A.....                              | (3)   |
| PSY 732* | Theories and Techniques<br>of Existential and Humanistic Psychotherapy: A.....                 | (3)   |
| PSY 734* | Theories and Techniques<br>of Cognitive-Behavioral Psychotherapy: A.....                       | (3)   |
| PSY 736* | Theories and Techniques<br>of Marital and Family Therapy: A.....                               | (3)   |
| PSY 738* | Theories and Techniques of Cultural-Ecological and<br>Community-Clinical Interventions: A..... | (3)   |
| PSY 773  | Doctoral Practicum.....  | (1)   |
| PSY 791  | Clinical Dissertation Seminar II.....  | (1)   |
| PSY 795  | Clinical Dissertation Supervision.....   | (0.5) |

**Spring**

|          |  |     |
|----------|--|-----|
| PSY 702  | Data Analysis in Empirical Research.....                                       | (2) |
| PSY 713  | Advanced Psychological Assessment.....   | (2) |
| PSY 731* | Theories and Techniques<br>of Psychodynamic Psychotherapy: B.....              | (3) |
| PSY 733* | Theories and Techniques<br>of Existential and Humanistic Psychotherapy: B..... | (3) |
| PSY 735* | Theories and Techniques<br>of Cognitive-Behavioral Psychotherapy: B.....       | (3) |
| PSY 737* | Theories and Techniques<br>of Marital and Family Therapy: B.....               | (3) |

|          |   |     |
|----------|---|-----|
| PSY 739* | Theories and Techniques of Cultural-Ecological and<br>Community-Clinical Interventions: B ..... | (3) |
| PSY 774  | Doctoral Practicum .....  | (1) |
| PSY 792  | Clinical Dissertation Seminar III .....   | (1) |
| PSY 795  | Clinical Dissertation Supervision .....   | (2) |

**Summer**

|             |   |       |
|-------------|---|-------|
| PSY 703     | Design and Analysis Workshops .....     | (1.5) |
| PSY 750–755 | Electives .....                         | (2)   |
| PSY 775     | Doctoral Practicum .....                | (1)   |
| PSY 795     | Clinical Dissertation Supervision ..... | (1)   |

**Third-Year Courses**

**Fall**

|          |   |     |
|----------|---|-----|
| PSY 712  | Clinical Neuropsychology .....  | (3) |
| PSY 730* | Theories and Techniques<br>of Psychodynamic Psychotherapy: A .....                              | (3) |
| PSY 732* | Theories and Techniques<br>of Existential and Humanistic Psychotherapy: A .....                 | (3) |
| PSY 734* | Theories and Techniques<br>of Cognitive-Behavioral Psychotherapy: A .....                       | (3) |
| PSY 736* | Theories and Techniques<br>of Marital and Family Therapy: A .....                               | (3) |
| PSY 738* | Theories and Techniques of Cultural-Ecological and<br>Community-Clinical Interventions: A ..... | (3) |
| PSY 776  | Doctoral Practicum .....  | (1) |
| PSY 795  | Clinical Dissertation Supervision .....   | (2) |

**Spring**

|          |   |     |
|----------|---|-----|
| PSY 731* | Theories and Techniques<br>of Psychodynamic Psychotherapy: B .....                              | (3) |
| PSY 733* | Theories and Techniques<br>of Existential and Humanistic Psychotherapy: B .....                 | (3) |
| PSY 735* | Theories and Techniques<br>of Cognitive-Behavioral Psychotherapy: B .....                       | (3) |
| PSY 737* | Theories and Techniques<br>of Marital and Family Therapy: B .....                               | (3) |
| PSY 739* | Theories and Techniques of Cultural-Ecological and<br>Community-Clinical Interventions: B ..... | (3) |
| PSY 743  | Group Interventions .....   | (2) |
| PSY 756  | Proseminar .....  | (1) |
| PSY 777  | Doctoral Practicum .....  | (1) |
| PSY 795  | Clinical Dissertation Supervision .....   | (2) |

**Summer**

|             |   |     |
|-------------|---|-----|
| PSY 750–755 | Electives .....                         | (2) |
| PSY 757     | Proseminar .....                        | (1) |
| PSY 795     | Clinical Dissertation Supervision ..... | (1) |

## Fourth-Year Internships

|           |  |           |
|-----------|--|-----------|
| PSY 780   | Doctoral Internship.....   | (1)       |
| PSY 795** | Clinical Dissertation Supervision<br>(as required until completion of dissertation)..... | (2, 2, 2) |
| PSY 796   | Dissertation Completion.....   | (1)       |

\* Students enroll in only one of the four Theories and Techniques: A and B course sequences for the second year and for the third year.

\*\* 2 units per term for a total of 6 units per academic year until student is eligible for Dissertation Completion course.

A fifth year may be required for students who elect a two-year, half-time doctoral internship. These students enroll in an additional unit of PSY 780.

## Course Descriptions

### PSY 700 Special Topics in Psychology (1–3)

As a study of specific topics in psychology, this course provides an individualized program to allow doctoral students to remediate deficiencies in prerequisites.

### PSY 701 Research Methods in Clinical Psychology (3)

The purpose of this survey course is to expose students to the variety of quantitative and qualitative research methods and designs most frequently used in research relevant to the practice of clinical psychology. These include randomized clinical trials, quasi-experimental research, case control studies, descriptive survey research, psychometric studies, meta-analytic studies, case study research, phenomenological research, and evaluation research. Attention will be given to issues of cultural diversity in research, research validity and bias, the connection between research questions and appropriate methodologies, and the link between science and practice.

### PSY 702 Data Analysis in Empirical Research (2)

The primary goal of this course is for students to gain familiarity with common data analytic strategies relevant to empirical research in psychology. The emphasis is on reading and understanding the analyses as they are presented in academic journals so that students are informed consumers of the literature. The relationship between research questions, hypotheses, methodology, levels of measurement, and choice of appropriate analyses is emphasized. Analyses to be covered include ANOVA models, nonparametric statistics, measures of association, multiple regression, logistic regression, factor analysis, path analysis, and various qualitative analytic strategies.

### PSY 703 Design and Analysis Workshops (1.5)

The sections in this course series offer “hands-on” learning of the specific skills and tasks necessary for the most common design and analysis strategies utilized in the clinical dissertation. These include quantitative, qualitative, psychometric, critical analysis of literature, and r source development and evaluation approaches. The workshops will be offered as sections in which specific design and analysis skills are presented and practiced. Students will

select the sections based on the research method(s) they will be using in their clinical dissertations. (Graded Credit/No Credit).

**PSY 705 Sociocultural Bases of Behavior (3)**

Examines the social and cultural bases of human behavior, including ethnicity, gender, sexual orientation and religion, with specific interest in the application of ethnic/cultural issues for the professional practice of clinical psychology. Topics include the foundation, acquisition, and context of cultural thought; the manner in which professional psychologists utilize and/or integrate sociocultural factors in diagnostic assessment; and theoretical, methodological, and empirical studies which focus on specific interventions with individuals from various sociocultural groups.

**PSY 706 Ethical, Legal, and Professional Issues (3)**

Covers ethical principles, laws, and professional practices of psychologists. Topics include relevant court decisions, involuntary hospitalization, suicide assessment, APA standards, and policies of the California Board of Psychology.

**PSY 707 Interviewing and Intake Evaluation (2)**

Designed to assist students in developing the knowledge and skills needed to conduct clinical interviews. Emphasis will be placed on the skills needed to conduct intake evaluations with diverse clients and to organize and record the information gathered.

**PSY 710 Cognitive Assessment (3)**

Studies the administration, scoring, interpretation, and reporting of the most commonly used clinical instruments for psychological evaluation of cognitive functioning. Development of rapport, interviewing skills, and structured history-taking are also included.

**PSY 711 Personality Assessment (3)**

The administration, scoring, interpretation, and reporting of the most commonly used objective and projective personality instruments are studied. An emphasis is placed on learning to administer, score, and interpret the Rorschach Inkblot Test using Exner's Comprehensive System. Prerequisite: PSY 710.

**PSY 712 Clinical Neuropsychology (3)**

Studies the central nervous system determinants of human behavior and organic bases of psychopathology. Psychological evaluation using current neuropsychological instruments (e.g., Luria-Nebraska, Reitan) is covered. Prerequisite: PSY 711.

**PSY 713 Advanced Psychological Assessment (2)**

Focuses on battery in clinical practice, where interview and observational data are integrated with findings from measures of cognitive and personality functioning to yield appropriate diagnoses and recommendations in professional psychological reports.

**PSY 714 Advanced Clinical Psychopathology (3)**

Reviews the major categories of psychopathology as described in the DSM IV. Lectures and assignments focus on issues of symptomatology, etiology,

prognosis, and psychosocial and psychopharmacological treatment. Research data are integrated with practical issues of multidisciplinary case management.

**PSY 715 Behavioral Assessment and Intervention (3)**

Examines the use of assessment instruments and techniques that are consistent with theoretical orientations in cognitive, behavioral, and short-term therapy models. These overall procedures provide the assessment structure for diagnosis, treatment, and the empirical validation of therapeutic interventions.

**PSY 716 Psychoanalytic Developmental Psychology (3)**

A survey of psychoanalytic developmental theory including historical and theoretical overviews of psychoanalytic metapsychology and a review of observational and experimental research. Freudian theory, ego psychology, object relations, and self psychology, as well as more recent contributions from psychoanalytic developmental research and neuroscience will be presented. The course will include clinical applications to the diagnosis and treatment of borderline, narcissistic, and neurotic conditions.

**PSY 718 Interventions with Children and Adolescents (3)**

Provides an overview of issues involved in the treatment of children and adolescents. Students will become familiar with some of the major theoretical approaches to treating youth, multi-factorial models of child mental health problems, the components of a comprehensive child/adolescent clinical assessment, legal and ethical issues specific to this population, and treatment strategies for some of the most commonly presenting problems among children and adolescents. Emphasis is placed on the importance of incorporating contextual factors in treatment and on therapeutic interventions with some empirically established efficacy.

**PSY 730 Theories and Techniques of Psychodynamic Psychotherapy: A (3)**

This course prepares students to conduct psychodynamic psychotherapy drawing upon psychoanalytic clinical theory. A systematic review and critical analysis of clinical theory will be presented as well as application to psychotherapy practice. Contemporary challenges and revisions of clinical theory will be considered with particular emphasis on epistemology, intersubjectivity, findings from neuroscience, and the empirical status of psychoanalytic treatment.

**PSY 731 Theories and Techniques of Psychodynamic Psychotherapy: B (3)**

The first half of the course builds upon psychoanalytic clinical theory and presents a survey of approaches to time-limited psychodynamic psychotherapy. Modifications in technique and clinical orientation are examined with particular emphasis on brief intensive psychodynamic psychotherapy. The second half of the course concerns the treatment of patients within the borderline spectrum and introduces the theoretical contributions of Heinz Kohut and Otto Kernberg.

**PSY 732 Theories and Techniques of Existential and Humanistic Psychotherapy: A (3)**

Prepares students to conduct individual psychotherapy from an existential, humanistic perspective. Emphasis is on philosophical foundations and contrasts between European and American approaches.

**PSY 733 Theories and Techniques of Existential and Humanistic Psychotherapy: B (3)**

Introduces more active and directive therapist roles and techniques (e.g., reality therapy, Gestalt therapy).

**PSY 734 Theories and Techniques of Cognitive-Behavioral Therapy: A (3)**

Prepares students to conduct individual psychotherapy from a cognitive-behavioral perspective. Covers the theoretical underpinnings of cognitive-behavioral therapy prior to focusing on the case conceptualization and intervention techniques employed by practitioners of the model. Students will become familiar with a variety of behavioral and cognitive interventions designed to change affective states, thought patterns, and problematic behaviors. Prerequisite: PSY 715.

**PSY 735 Theories and Techniques of Cognitive-Behavioral Therapy: B (3)**

Emphasizes the application of the theory and therapeutic strategies covered in PSY 734 to a variety of specific disorders and clinical populations.

**PSY 736 Theories and Techniques of Marital and Family Therapy: A (3)**

This course prepares students to conduct psychotherapy with individuals, couples, and families from a variety of systemic approaches that utilize a depth or awareness model to change behavior. Students explore general principles of family functioning and learn specific applications of psychodynamic/object-relations, humanistic/experiential, and integrative models of couple and family therapy through the analysis of case material, case reports, and oral presentations.

**PSY 737 Theories and Techniques of Marital and Family Therapy: B (3)**

Students continue the study of couple and family therapy using approaches that change through action, perception, and cognitions, including strategic, structural, and cognitive-behavioral models. Collaborative therapies based on postmodern principles, such as narrative and solution-focused therapy, are also examined. Students analyze case material and make written and oral case presentations.

**PSY 738 Theories and Techniques of Cultural-Ecological and Community-Clinical Interventions: A (3)**

Prepares students to conceptualize, plan, and implement psychological interventions from a cultural-ecological perspective. Covers core theoretical models within multicultural psychology and community-clinical psychology that are foundational to professional practice within the cultural-ecological paradigm. Students will become familiar with culture-specific interventions, culturally-responsive modifications of existing psychotherapy and assessment approaches, integrative psychotherapy approaches for culturally responsive practice, as well as religious and spiritual considerations in culturally responsive community-clinical practice. (Prerequisite: PSY 705).



**PSY 739 Theories and Techniques of Cultural-Ecological and Community-Clinical Interventions: B (3)**

Focuses on additional intervention approaches within a cultural-ecological paradigm. These include community consultation skills, prevention program development, culturally competent supervision, and social justice applications. (Prerequisite: PSY 738).

**PSY 743 Group Interventions (2)**

Methods of group interventions from a variety of theoretical perspectives are taught. Students participate in skills training and focused experimental exercises to develop beginning-level skills in group facilitation.

**PSY 750 Special Topics in Psychopathology (1–3)**

Electives are offered according to current student and faculty interest. Probable offerings include affective disorders, anxiety and stress disorders, substance abuse, eating disorders, developmental disabilities, and personality disorders.

**PSY 751 Special Topics in Clinical Problems (1–3)**

Probable offerings include sexual dysfunction; loss and bereavement; physical illness, disability, and pain management; gerontology for the clinician; and problems of abuse and violence.

**PSY 752 Special Topics in Clinical Assessment (1–3)**

Probable offerings include advanced projective testing, advanced neuropsychological assessment, and comprehensive forensic evaluations.

**PSY 753 Special Topics in Therapeutic Interventions (1–3)**

Probable offerings include psychodrama, hypnotherapy, and advanced techniques of family therapy.

**PSY 754 Special Topics in Professional Roles and Issues (1–3)**

Probable offerings include forensic psychology, the religiously committed client, and supervision and training.

**PSY 755 Special Topics in Mental Health Service Delivery (1–3)**

Probable offerings include inpatient treatment, aftercare and day treatment, mental health administration, and private practice and consultation.

**PSY 756–757 Proseminar (1, 1)**

Presents issues relevant to contemporary clinical practice. The course content is developed in response to innovations in internship training and the changing nature of health service delivery. Special topics such as psychopharmacology, consultation, supervision, and management are offered.

**PSY 760 Clinical Skills Intensive A (2 units)**

Students are introduced to foundational and science-informed principles in applied clinical psychology. Attention is directed to an examination of the therapeutic processes encountered in clinical practicum and emphasis is placed on the integration of theory to practice, the role of personal factors in psychotherapy and multicultural competence. Clinical Skills Intensive A focuses on factors associated with the establishment of the therapeutic alliance, diagnosis, and case conceptualization. Students are engaged in a minimum of 10 hours per week of clinical activity in field placements.

**PSY 761: Clinical Skills Intensive B (2 units)**

Students are introduced to foundational and science-informed principles in applied clinical psychology. Attention is directed to an examination of the therapeutic processes encountered in clinical practicum. Clinical Skills Intensive B focuses on implementing treatment plans, assessing the effects of therapeutic interventions, and addressing strains within the therapeutic alliance. Students are engaged in a minimum of 10 hours per week of clinical activity in field placements.

**PSY 762 Clinical Skills Intensive C (2 units)**

Students are introduced to foundational and science-informed principles in applied clinical psychology. Attention is directed to an examination of the therapeutic processes encountered in clinical practicum. Clinical Skills Intensive C focuses on evaluating therapeutic processes and outcomes, self-assessment of clinical competence, and evidence-based practice. Large group sharing and didactic presentations will supplement the small group process. Students are engaged in a minimum of 10 hours per week of clinical activity in field placements.

**PSY 770–777 Doctoral Practicum (1 per)**

Students are engaged in a minimum of ten hours per week of clinical activity in field placements, and meet on campus to discuss cases and professional issues with the practicum instructor and other students.

**PSY 780 Doctoral Internship (1)**

Consultation and evaluation are provided on an individualized basis.

**PSY 787, 788, 789 Directed Study (1, 2, 3)**

Students research specialized areas in psychology.

**PSY 790 Clinical Dissertation Seminar I (1)**

Designed to support students in the development of the literature review related to their area of interest to facilitate the statement of researchable questions.

**PSY 791 Clinical Dissertation Seminar II (1)**

A course designed to support students as they work toward completion of their literature review. Students clarify their research objective and are encouraged to network with faculty to determine who might serve as their clinical dissertation chairperson.

**PSY 792 Clinical Dissertation Seminar III (1)**

Serves as a consultation seminar for students and their clinical dissertation chairpersons on the development of an appropriate, defensible methodology for studying their research objective.

**PSY 795 Clinical Dissertation Supervision (0.5, 1, or 2—depending on academic term)**

Under the direction of a chairperson, dissertation research is individualized and tailored to aid the student in completing the dissertation requirement. Commencing in the spring semester of the second year, students enroll in dissertation supervision credits at a rate of two units per semester and one unit

per summer session. While on internship or until completion of the dissertation, students enroll in two units of dissertation supervision in each academic term, including the summer session, until the dissertation is completed.

**PSY 796 Dissertation Completion (1)**

Dissertation students who have successfully completed the final oral defense of their dissertation and the manuscript modifications required by the dissertation committee may enroll in this course for a fee of \$100. A completed Form F4 must be submitted to the Assistant Program Director to enroll in this course. Students are eligible to enroll in this course for up to two consecutive semesters. If the dissertation has not been cleared and forwarded for binding after two semesters, students will need to re-enroll in the appropriate PSY dissertation research course. Enrollment in PSY 796 constitutes part-time student status (unless concurrently enrolled in PSY 780 Doctoral Internship), which will impact financial aid eligibility and loan deferment.





LEGAL  
NOTICES

## Introduction

Students and prospective students should read this catalog carefully. Along with other published bulletins and program handbooks, it describes student rights and duties with respect to the University. Enrollment constitutes an agreement by the student to abide by the rules, regulations, and policies of Pepperdine University.

## General Notices

### Provisions Subject to Change

The provisions of this catalog, including, but not limited to, rules of conduct, academic offerings and requirements, time for completion of degrees, and all financial charges, are subject to change by Pepperdine University after reasonable notice. It is anticipated that costs will increase in future years due to inflation, strengthened academic and extracurricular offerings, and other factors. Pepperdine University limits changes during an academic year to those which the University believes are reasonable.

### Applicability of Catalog Provisions

The academic offerings and policies in this catalog are applicable only to students who enroll prior to the 2009 Fall term and who attend Pepperdine University after August 31, 2008.

### Campus Security Act

A copy of the Campus Security Act is available upon request from the Personnel Department or the Provost's Office.

### Right to Appeal

The University has initiated and implemented procedures for appeals by students with the intent of assuring fairness and objectivity. The procedures are not designed to incorporate all of the due process safeguards that our courts of law require. The purpose is to provide a system that will represent "fairness and the absence of arbitrariness." The University makes every effort to see that appeal procedures are clear to students and that their avenue of appeal is not burdensome. The grievance policy for nonacademic issues as well as the policy for appealing academic issues are included in this catalog.

### Nondiscrimination Policy

Pepperdine University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, disability, or prior military service in administration of its educational policies, Admission, financial aid, employment, educational programs, or activities. The University equal opportunity director is responsible for the coordination of nondiscrimination efforts and the monitoring of employee and student complaints alleging discrimination. The Equal Opportunity Office is located in

the Charles B. Thornton Administration Center in Malibu; the phone number is (310) 506-4208. Grievances should be directed to the appropriate school or department and complainants are encouraged to exhaust those procedures before seeking relief outside the University.

The laws and regulations prohibiting the above discrimination are: (1) Titles VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601–1607; (2) Equal Pay Act of 1963, 29 CFR Part 800; (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; (6) Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, 41 CFR Part 60–250; and (7) the Americans with Disabilities Act of 1990. Inquiries regarding compliance with the above laws and the regulations thereunder may be directed to the Equal Opportunity Office or the following agencies (keyed to the number in the preceding paragraph):

- (1), (7) Equal Employment Opportunity Commission  
P.O. Box 7033  
Lawrence, KS 66044  
[www.eeoc.gov](http://www.eeoc.gov)
- (2), (4) Wage and Hour Division  
915 Wilshire Blvd.  
Suite 960  
Los Angeles, CA 90017-3446  
[www.dol.gov/esa/whd](http://www.dol.gov/esa/whd)
- (3), (5) Office of Civil Rights  
U.S. Department of Education  
Customer Service Team  
550 12th Street SW  
Washington, DC 20202+1100  
[www.ed.gov/ocr](http://www.ed.gov/ocr)
- (6) U.S. Department of Labor  
200 Constitution Avenue NW  
Washington, DC 20210  
[www.dol.gov](http://www.dol.gov)
- (7) U.S. Department of Justice  
950 Pennsylvania Avenue NW  
Washington, DC 20210  
[www.doj.gov](http://www.doj.gov)

## **Student Health Insurance Policy**

All graduate students are required to carry health insurance. If students do not have private medical insurance, the University offers an affordable injury and sickness policy that is underwritten by the Mega Life and Health Insurance Company. Enrollment is open at the beginning of each trimester. All international students are required to purchase the group insurance policy by Mega Life if their out-of-country policy does not cover them in the U.S.

The Mega Life group policy assists in meeting not only common illnesses, but also the financial burden of illness and accidents involving care beyond that available in the Student Health Center. Enrollment forms are available from the Student Health Center and One Stop on the Malibu campus and at each education center.

For information regarding student health insurance, contact the student health insurance coordinator at (310) 506-4830 or [studentinsurance@pepperdine.edu](mailto:studentinsurance@pepperdine.edu). To view or print the insurance brochure and/or enrollment form, go to: [www.studentresources.com](http://www.studentresources.com).

## **Computer and Network Responsible Usage Policy**

### **I. GENERAL STATEMENT**

The Computer and Network Responsible Usage Policy is a University-wide measure providing rules for the proper use and management of all University computing and network resources. The University provides these resources to support Pepperdine's instruction, research, and service missions; administrative functions; student and campus life activities; and the free exchange of ideas among members of the University community and between the University and the wider local, national, and world communities.

The use of University technology, like the use of any other University resource or activity, is subject to the normal requirements of legal and ethical behavior within the University community. Thus, legitimate use of the University's computer and network systems does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are integrated into the operating system or network and whether or not they can be circumvented by technical means.

The University grants access to its networks and computer systems subject to certain responsibilities and obligations described below, and subject to all local, state, and federal laws. Consequently, all computer and network use must be legal, ethical, and consistent with the University's mission.



## 2. APPLICABILITY

This policy applies to all users of University computing resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the University or to uses within specific units. For further information, users should consult the operators or managers of the specific computer, computer system, or network in which they are interested.

## 3. POLICY

All users of University computing resources must

- **Comply with all federal, state, and other applicable laws; all generally applicable University rules and policies; and all applicable contracts and licenses.**

Examples include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking,” “cracking,” and similar activities; the applicable code of student conduct; the University’s sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

- **Use only those computing resources which they are authorized to use and may use them only in the manner and to the extent authorized.**

Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Unless authorized by the University’s Office of Information Technology, user IDs and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.

- **Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.**

Ability to access other persons’ accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

- **Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of those resources or interfere unreasonably with the activity of other users.**

Although there are no set bandwidth, disk space, CPU time, or other limits applicable to all uses of University computing resources, the University

may require users of those resources to limit or refrain from specific uses in accordance with this principle. For example, streaming audio or news feeds for non-academic purposes can saturate technology resources with voluminous traffic to the exclusion of another's use. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

- **Refrain from using resources for personal commercial purposes or for personal financial or other gain.**

University computing resources cannot be used for personal commercial purposes or for personal financial or other gain.

- **Refrain from stating or implying that they speak on behalf of the University and from using University trademarks and logos without authorization to do so.**

Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos on University computing resources may be granted only by the Office of Public Affairs, as appropriate. The use of suitable disclaimers is encouraged.

#### **4. ENFORCEMENT**

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. However, the University may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

#### **5. SECURITY AND PRIVACY**

The University employs various measures to protect the security of its computing resources and of its users' accounts. Users should be aware, however, that the University cannot guarantee such security. Users should, therefore, engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Also, users should ensure the installation of anti-virus software and appropriate updates for personally-owned computers connecting to Pepperdine's network and University computers.

Users should also be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup, the logging of activity, the monitoring of general and individual usage patterns, and other such activities that are necessary for the rendition of service.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

## **Student Records Policy**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, provides, generally that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to nonschool employees without consent of the student, subject to the exceptions provided by law. "Students" as used in this notice include former students but does not include applicants who have not attended Pepperdine University.

### **Right of Access**

With a few exceptions provided by law, students at Pepperdine University may see any of their educational records upon request. Access must be granted no later than 15 days after the request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and, in some instances, to enter their viewpoints in the records. Students may waive their right of access to recommendations and evaluations in the cases of Admission, applications for employment, and nominations for awards. Pepperdine University may not require students to sign a waiver of their right of access to their records, but students and prospective students should be aware that users of recommendations and evaluations made without a signed waiver may discount their helpfulness and validity.

### **Disclosure of Student Records**

With several exceptions provided by law, Pepperdine University cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release should be made. The student's written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Parents requesting information may generally be granted access upon submission to the University of a signed statement or other evidence of federal income tax dependency.

The University has designated the following categories of information as "directory information," which may be released to the public without notice or consent of the student: student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance,

degrees, honors and awards received, enrollment status, thesis titles/topics, photograph, e-mail address, and the most recent previous public or private school attended by the student.

The student may request that certain categories of directory information not be released to the public without the student's written consent. Such requests shall be submitted in accordance with the Student Records Policy of the University.

### **Further Information**

This notice is not intended to be fully explanatory of student rights under FERPA or California law. Students may obtain copies of the official Student Records Policy, which contains detailed information and procedures, upon request to the University Registrar, Malibu, California 90263. Copies may also be obtained online at [http://www.pepperdine.edu/registrar/policies/Student%20Records%20Policy\\_Revised%2003.04.pdf](http://www.pepperdine.edu/registrar/policies/Student%20Records%20Policy_Revised%2003.04.pdf).

### **Right to File a Complaint**

Any student alleging failure of the University to comply with FERPA may file a complaint with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Avenue, SW, Washington, DC 20201. Students are encouraged to utilize the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

## **Right to File a Complaint**

### **ACADEMIC COMPLAINTS ORIGINATING FROM STUDENTS**

The procedure for the resolution of student academic complaints comprises a four-step process. The first two steps comprise an informal attempt at resolution by a discussion between the disagreeing parties (Step 1) and an attempt to resolve the dispute through meeting with the program director, assistant program director, program administrator, or academic advisor of the student's academic program (Step 2). The student is encouraged to consult with the division ombudsperson throughout this process for advisement on approaching the complaint with the faculty member and clarification of the resolution process. If resolution is not achieved informally, Steps 3 and 4 comprise the formal resolution process. The formal resolution process entails the student submitting a letter of complaint and a form that verifies attempts were made at an informal resolution to the Associate Dean, the Associate Dean reviewing and perhaps requesting additional information about the complaint, meeting with the student to discuss the complaint and hearing process, and requesting information from and meeting with other relevant parties (Step 3); and a hearing by an impartial panel comprised of members of the GSEP Appeals Committee (Step 4). Attempts at informal resolution are required prior to entering the formal resolution process. It is expected that most conflicts will be resolved by the disagreeing parties (Step 1) or through the specific complaint resolution procedures established by the relevant academic program (Step 2).

Only rare cases should require the involvement of the Appeals Committee acting as an impartial hearing panel (Step 4).

The four-step procedure outlined above (and described in more detail below) applies to all GSEP academic programs and to all types of academic complaints originating from students. Academic complaints include issues impacting student grades and status in the program.

Nonacademic complaints, including allegations of faculty, employee, or student unprofessional conduct, discrimination, and /or sexual harassment not impacting student grades or status in the program, but potentially requiring disciplinary action, are made directly to the associate dean. Also, the University's equal opportunity director may be contacted. Refer to Nonacademic Student Grievance Procedure for more details.

Students seeking an exception to academic policy, contesting the application of academic policy, or seeking readmittance to a program should make their request directly to the program director, assistant program director, or program administrator.

### **STEP 1: DISCUSSION BETWEEN DISAGREEING PARTIES**

When experiencing a disagreement with a faculty member, including a grade dispute, students are expected to first discuss the matter directly and respectfully with the faculty member within 30 business days of the complaint arising, excluding University holidays and semester breaks. Students are also encouraged to consult with the division ombudsperson regarding attempts to resolve the matter with the faculty member. It is expected that most conflicts will be resolved between the disagreeing parties once their respective viewpoints have been carefully considered and the factual information has been reviewed. If the disagreeing parties cannot reach a resolution, the student may proceed to Step 2 and meet with the program director, assistant program director, program administrator, or academic advisor of her or his academic program, and follow the complaint resolution procedures specified by the program. Students are encouraged to keep written notes, reflections, and records about the complaint and meetings with the faculty member and division ombudsperson.

### **STEP 2: FOLLOW COMPLAINT RESOLUTION PROCEDURES ESTABLISHED BY THE RELEVANT GSEP ACADEMIC PROGRAM**

Each academic program within the Education and Psychology divisions at GSEP has a set of program-specific procedures for addressing student complaints. Students are responsible for familiarizing themselves with and adhering to the specific complaint resolution procedures established by their academic program. These procedures assume that attempts to resolve the dispute through a discussion between the disagreeing parties have been unsuccessful. In most cases, these procedures will involve the student meeting with her or his program director, assistant program director, program administrator, or academic advisor in order to describe the nature of the complaint and to

discuss possible resolutions. The student requests a date for a meeting with her or his program director, assistant program director, program administrator, or academic advisor within 30 business days (excluding University holidays and semester breaks) of an unsuccessful attempt to resolve the issue between disagreeing parties. Students are encouraged to consult with the division ombudsperson as she or he follows the program's complaint resolution procedures. If the issue is not resolved to the student's satisfaction after the program-specific complaint resolution procedures have been followed, then the student may elect to proceed to the subsequent step. Students are encouraged to keep written notes, reflections, and records about their attempt to resolve their complaint using the program-specific procedures and consultations with the division ombudsperson.

### **STEP 3: INVOLVEMENT OF THE ASSOCIATE DEAN**

If discussions with the relevant faculty member and following the complaint-related procedures established by the student's academic program do not result in a resolution to the dispute that is acceptable to the student, the student may submit a formal letter of complaint and a completed Verification of Informal Resolution Form to the associate dean of his or her division within 20 business days (excluding University holidays and semester breaks) of unsuccessfully attempting to resolve the complaint through the program-specific procedures. The associate dean may also elect to meet with and/or obtain a written response within 14 business days (excluding University holidays and semester breaks) after the request is made from faculty members, administrative staff, or other persons who may provide information deemed relevant to resolving the dispute (e.g., ombudsperson). The associate dean will review the documentation and meet with the student to discuss the nature of the complaint, the reasons why prior attempts to resolve the dispute (Steps 1 and 2) were unsuccessful, and possible resolutions. The associate dean will also describe the hearing process and verify whether the student desires to proceed with the hearing. If the student confirms she or he desires to proceed with the hearing, the associate dean refers the complaint and related documentation to the Appeals Committee.

### **STEP 4: REFERRAL TO THE APPEAL COMMITTEE/HEARING BY AN IMPARTIAL PANEL**

As noted above, if the student communicates to the associate dean that she or he wishes to initiate a hearing by the GSEP Appeals Committee, the associate dean makes this referral through the chair of the Appeals Committee and communicates the fact that the referral has occurred to the dean of GSEP within 10 business days of meeting with the student, excluding University holidays and semester breaks. The associate dean is also responsible for providing the GSEP Appeals Committee thorough written and verbal information for its review, including documentation generated from prior steps in the student appeals process. The chair of the GSEP Appeals Committee is responsible for calling the panel together and for scheduling the hearing as soon as it is reasonable and practical (excluding University holidays and semester breaks) of receiving

the information/documentation from the associate dean. The parties involved will be notified of the time and place of the hearing at least 10 business days prior to its occurrence. The purpose of the hearing is twofold: (1) to determine if the appeals procedures were followed appropriately and (2) to render a judgment as to whether the initial decision made by the faculty member is upheld or opposed. Within 10 business days of the conclusion of the review process (excluding University holidays and semester breaks), the GSEP Appeals Committee will communicate in writing to the dean its decision as to whether the appeals process for responding to student-generated academic complaints was adhered to in an appropriate manner and whether the initial decision made by the faculty member is upheld or opposed by the hearing panel. The final authority for determining the disposition of the complaint rests with the dean.

The disagreeing parties may return to Step 1 at any time during the process. Furthermore, the decision to move forward with a hearing can be retracted by the Student at any point prior to the hearing date.

## **ACADEMIC COMPLAINTS ORIGINATING FROM FACULTY**

The following four-step process applies to allegations of inappropriate academic conduct by students originating from faculty members.

### **STEP 1: DISCUSSION BETWEEN STUDENT AND FACULTY MEMBER**

Faculty members alleging plagiarism, cheating, or other inappropriate academic conduct are expected to present the evidence directly to the student, along with the anticipated consequences, as soon as it is reasonable and practical. Plagiarism is commonly understood in the academic community to involve taking the ideas or words of another and passing them off as one's own. When paraphrasing or quoting an author directly, one must credit the source appropriately. Plagiarism is not tolerated at the Graduate School of Education and Psychology.

Faculty members may assign a grade of "F" on the assignment for plagiarism or cheating, which may result in a grade of "F" for the course and dismissal from the program. If the student agrees that she or he has engaged in the alleged behavior and accepts the consequence assigned by the faculty member, the matter is resolved. If, however, the student disputes the occurrence of the behavior or does not accept the consequence, the matter proceeds to Step 2. The faculty member may wish to consult with the division ombudsperson as she or he works attempts to work towards resolution with the student. Faculty members should document all communications with students regarding matters of academic conduct.

### **STEP 2: REFERRAL TO STUDENT'S ACADEMIC PROGRAM DIRECTOR**

If the student either disputes the occurrence of the behavior or does not accept the consequence, the matter is referred in writing by the faculty member to the student's academic program director, assistant program director,

program administrator, or academic advisor within 20 business days, excluding University holidays and semester breaks, of the unsuccessful attempt to resolve the issue directly with the student.

Under the direction of the program director, assistant program director, program administrator, or academic advisor, complaint-related procedures established by the student's academic program will be followed in an attempt to resolve the dispute. If this step does not result in a resolution, then the matter proceeds to Step 3.

### **STEP 3: REFERRAL TO ASSOCIATE DEAN**

In the event a resolution is not reached at the program level, the faculty member will prepare a referral letter to her or his divisional associate dean within 14 business days (excluding University holidays and semester breaks), including all relevant documentation. Once the matter has been thus referred, the divisional associate dean will determine the nature of any subsequent involvement of the faculty member involved in the dispute, as determined by the circumstances of the specific case. The associate dean will meet with the student regarding the dispute. If this step does not result in a resolution, then the matter proceeds to Step 4.

### **STEP 4: REFERRAL TO THE APPEAL COMMITTEE/HEARING BY AN IMPARTIAL PANEL**

If the associate dean is unable to mediate the disagreement between student and faculty member, the associate dean initiates a hearing by the Appeals Committee by making a referral to the chair of the Appeals Committee and communicates the fact that the referral has occurred to the dean of GSEP as soon as it is reasonable and practical, excluding University holidays and semester breaks. The associate dean is also responsible for providing the GSEP Appeals Committee thorough written and verbal information for its review, including documentation generated from prior steps in the appeals process. The chair of the GSEP Appeals Committee is responsible for calling the panel together and for scheduling the hearing as soon as it is reasonable and practical (excluding University holidays and semester breaks) of receiving the information/documentation from the associate dean. The parties involved will be notified of the time and place of the hearing at least 10 business days prior to its occurrence. The purpose of the hearing is twofold: (1) to determine if the appeals procedures were followed appropriately and (2) to render a judgment as to whether the initial decision made by the faculty member is upheld or opposed. Within 10 business days of the conclusion of the review process (excluding University holidays and semester breaks), the GSEP Appeals Committee will communicate in writing to the dean its decision as to whether the appeals process for responding to faculty-generated academic complaints was adhered to in an appropriate manner and whether the initial decision made by the faculty member is upheld or opposed by the hearing panel. The final authority for determining the disposition of the complaint rests with the dean.



## Nonacademic Student Grievance Procedure

The purpose of this nonacademic student grievance procedure is to provide for the resolution of student grievances, including allegations of sexual harassment, discrimination, and the denial of reasonable accommodations to persons with disabilities. This policy is not applicable to situations where another policy with a right of appeal applies, including, but not limited to, the discipline of a student by the administration.

This procedure is designed to allow students to address complaints in a fair, consistent, and objective manner. Any act of reprisal by a University employee or by one acting on behalf of the University, including the intimidation of a grievant, respondent, or witness during the pendency of an investigation, will result in prompt disciplinary action.

This procedure shall not be used to bring frivolous or malicious complaints. If a complaint has been made in bad faith, disciplinary action will be taken against the person bringing the complaint.

Before initiating a formal grievance, a student should discuss the matter in dispute with the person against whom the student has a grievance and seek a mutual resolution of concerns. The student may be encouraged to return to this informal level of resolution at any time during this procedure. It is the University's belief that most grievances can and will be resolved at this level.

If an informal resolution does not result, the student must submit a complaint to the grievance officer<sup>1</sup> to initiate a formal grievance. Initially the student's concerns may be communicated orally; however, they must be in writing before any review or other action takes place. This written complaint should be submitted as soon as possible after the student knows of the subject problem. The complaint must specify the University or Graduate School of Education and Psychology policy, procedure, or norm violated and specifically set forth all relevant factual details.

The grievance officer shall read the complaint and determine whether the complaint's allegations warrant implementing the remainder of the procedures outlined below. If, for example, the allegations in the complaint, even if true, would not constitute a violation of a University policy, procedure, or norm, then the grievance officer should inform the student in writing that the student's allegations are not subject to the grievance process.

If the grievance officer determines that the allegations in the complaint do warrant further investigation and consideration, then the grievance officer shall forward a copy of the complaint to the person against whom the complaint is made ("respondent") and, if discrimination is alleged, the University equal opportunity officer. This shall be done as soon as possible, but in no event later than 21 calendar days after the grievance officer receives the written complaint.

The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the grievance officer. Necessary extensions may be granted at the discretion of the grievance officer.

The grievance officer has the discretion to initiate a reasonable investigation into the matter. The scope of any investigation shall be in the sole discretion of the grievance officer. The investigation may include, but is not limited to, meeting with the parties, talking with witnesses, and reviewing any supporting documents.

A student may elect to withdraw a complaint at any time; however, the University reserves the right to investigate all complaints where necessary to protect the interests of the University community.

If the grievance officer desires, he/she may appoint an ad hoc committee to assist in the investigation of the complaint and/or for advice concerning the handling of this matter.

Within a reasonable time, the grievance officer shall make a decision based on the written complaint, response, and any other information the grievance officer determines is relevant. The grievance officer will provide notice to all parties that a decision has been reached, and where discrimination is alleged, to the University equal opportunity officer.

Any party may submit a written request for appeal to the dean of the Graduate School of Education and Psychology ("reviewing officer") within 14 calendar days from the date of the decision. The request for appeal must specifically set forth all grounds for appeal. The nonappealing party must be given the opportunity to respond in writing to the request for appeal.

The reviewing officer shall be limited to addressing only the following questions:

1. Did the grievance officer consider all the important and appropriate facts in the investigation of this matter?
2. Did the student prove by a "preponderance of the evidence" (i.e., more likely than not) that the person against whom the student has a grievance in fact violated a University policy, procedure, or norm or otherwise engaged in any unlawful or illegal activity?
3. Was the process carried out in a fair manner?
4. Was the decision one which a reasonable person might have made?
5. Was the grievance officer biased?

Within a reasonable time, the reviewing officer shall make a final decision based on the written complaint, the written response, the grievance officer's written decision, the written request for appeal, and any written response to the request for appeal. The decision of the reviewing officer shall be final. All parties, and where discrimination is alleged, the University equal opportunity officer, shall receive a copy of the reviewing officer's decision.

All written decisions made and materials produced in connection with a grievance conducted under this procedure shall be retained by the grievance officer for at least one year from the date that the final decision was issued.

<sup>1</sup> *The associate dean of the relevant division shall serve as the grievance officer concerning complaints about a faculty member or other employee. The associate dean shall serve as the grievance officer concerning complaints about another student. The dean of the subject school shall serve as the grievance officer concerning complaints about an associate dean, and, in this instance, the provost will serve as the reviewing officer if the case involves a request to appeal the grievance officer's decision.*

## **Substance Abuse Policy**

In keeping with the mission of the University and its commitment to provide an alcohol- and drug-free work environment, the University has formulated the following policy, which applies to all students, regarding alcohol and drugs.

### **Definitions**

Substance refers to any drug (including alcohol) that has known mind- or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by state and/or federal law. Alcohol consists of beer, wine, and all forms of distilled liquor, in addition to any beverage, mixture, or preparation containing ethyl alcohol.

### **Prohibitions**

The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion, or sale of drugs, drug paraphernalia, or look-alike (simulated) drugs, and the unauthorized use or possession of alcohol, while on any facility controlled by the University or as part of any University-sponsored activity. Students may not be on University-controlled property or engage in any University activity while under the influence of any drug, alcohol, or other substance which will in any way affect their alertness, coordination, response, safety, or the safety of others.

### **Health Risks**

The University is very concerned about harm to students using or abusing drugs and alcohol. All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths. Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, and cancer of the esophagus, liver, bladder, or lungs.

### **Student Assistance**

Any individuals within the University community who have developed an alcohol or drug dependency and who identify themselves to faculty or administrators will be afforded every reasonable consideration so long as they continue to make appropriate efforts to achieve and maintain sobriety. Such individuals have the right to expect that such disclosures will be held in confidence and not relayed to another who does not have a legitimate need to know. Facilities of the University are made available to alcohol and drug recovery self-help groups that serve the University community and the general public for the conduct of their meetings. Confidential counseling and treatment are available to students through the Psychological and Educational Clinic at the West Los Angeles Graduate Campus, the Community Counseling Center at the Orange County Center, or by referral to appropriate agencies off campus.

### **Legal Sanctions**

Local, state, and federal laws establish severe penalties for unlawful possession of illicit drugs and alcohol. These sanctions, upon conviction, may include a small fine and probation, imprisonment for up to one year, a \$1,000 fine, or both of the latter. It is especially important to note that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1 million.

### **Disciplinary Action**

Any student found supplying alcohol or drugs on campus or unlawfully supplying alcohol or drugs to another member of the community or the public at large is subject to immediate suspension leading to dismissal. A student found in two or more incidents to be under the influence of drugs or alcohol may, at the discretion of University officials, be suspended for up to one year, or in cases where no improvement is evident, dismissed from the University. Any student who encourages another to consume alcoholic beverages or any other substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal from the University. Students found to be under the influence of alcohol or drugs are detained until safe transport to their destination can be arranged.

## **Smoking Policy**

Research demonstrates that tobacco smoke is a health hazard to both smokers and nonsmokers. According to the Surgeon General, cigarette smoking is the leading preventable cause of illness and premature death in the United States. Nonsmokers who are regularly exposed to second-hand smoke are also at increased risk of illness. In the interest of creating a safe and healthy environment, Pepperdine University has adopted the following policy.

### **Malibu Campus**

This policy applies to all University facilities on the Malibu campus. All persons using the facilities of the University are subject to this policy.

1. Smoking is prohibited inside any area of any University-maintained building, including faculty/staff offices and student residential facilities. Except as otherwise designated, this includes hallways, breezeways, patios, balconies, doorways, elevators, and loading docks.
2. Except as otherwise designated, smoking is prohibited outdoors:
  - Near any undeveloped, brush area.
  - Within 20 feet of the entrance to any campus building or ventilation system.
  - On the following lower campus plazas: Joslyn Plaza, Adamson Plaza, and the plaza located in front of the Payson Library main entrance.
  - At spectator sports or other outdoor campus events.
3. Smoking is prohibited in any vehicle owned, leased, or operated by the University.
4. The sale, distribution, or advertisement of tobacco products is prohibited on campus.

### **Graduate Campuses**

At the University's graduate campuses, the building management of each property has its own policy and requirements concerning tenant and occupant smoking practice. All graduate campus properties currently have a similar policy regarding no smoking inside any of the buildings: Smoking is permitted only outside of the buildings and at specific locations in open areas.

### **International Programs**

The University's international programs facilities follow guidelines that are comparable to those followed at the Malibu campus.

### **Cessation**

Smoking-cessation programs are available to faculty, staff, and students through the University's Wellness Program. For more information, please call (310) 506-7592.

### **Compliance**

All members of the University community share in the responsibility of adhering to and enforcing this policy. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of both smokers and nonsmokers.

## **Sexual Harassment Policy**

Pepperdine University reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination in the form of sexual harassment by any member of the University community. Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship; or to subject a person to unwanted sexual attention; or to punish a refusal to comply; or to create a sexually intimidating, hostile, or offensive working, living, or educational environment. This definition is interpreted and applied

in a manner consistent with accepted standards of mature behavior, academic freedom, and the mission of the University.

Complaints about sexual harassment are responded to promptly. The right to confidentiality of all members of the University community is respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures are not initiated without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures. The policy for filing a sexual harassment grievance can be obtained from the Dean's Office.

## Conduct

The University expects from all of its students and employees the highest standard of moral and ethical behavior in harmony with its Christian philosophy and purposes. Engaging in or promoting conduct or lifestyles inconsistent with traditional Christian values is not acceptable.

The following regulations apply to any person, graduate or undergraduate, who is enrolled as a Pepperdine University student. These rules are not to be interpreted as all-inclusive as to situations in which discipline will be invoked. They are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. It is understood that each student who enrolls at Pepperdine University will assume the responsibilities involved by adhering to the regulations of the University. Students are expected to respect order, morality, personal honor, and the rights and property of others at all times. Examples of improper conduct for which students are subject to discipline are as follows:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative process of the University or any of its approved activities.
- An inability to maintain standards of behavior and decorum reasonably expected of a graduate class and/or otherwise unprotected behavior that disrupts the classroom environment.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into University facilities.
- Violation of any stated policies or regulations governing student relationships to the University.

Disciplinary action may involve, but is not limited to, one or a combination of the alternatives listed below:

**Dismissal**—separation of the student from the University on a permanent basis.

**Suspension**—separation of the student from the University for a specified length of time.

**Probation**—status of the student indicating that the relationship with the University is tenuous and that the student's records will be reviewed periodically to determine suitability to remain enrolled. Specific limitations to and restrictions of the student's privileges may accompany probation.

## Code of Ethics

### Introduction

Pepperdine University is a Christian University committed to the highest standards of academic excellence and Christian values. Members of the Pepperdine University community—faculty, staff, students, administrators, members of the Board of Regents, members of the University's advisory boards, and volunteers—are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the University Mission Statement, the founding vision of George Pepperdine, and the University Affirmation Statement. Holy Scripture provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one's neighbor as one's self (Matthew 22: 37-40).

In this spirit, we commit ourselves to the highest standards of ethical conduct. We act with integrity; we treat others with respect and dignity; we carefully steward the University's resources; we avoid conflicts of interest or commitment; we maintain confidentiality; and we comply with legal and professional obligations. We are individually accountable for our own actions, and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, because the Pepperdine community is composed of many distinct constituencies, we understand that, beyond the general ethical principles outlined in this document, we may be subject to additional rules of conduct specific to our respective roles within the community.

### Acting with Integrity

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong; that what we do flows

directly from who we are; that we seek consistency between our inner self and our outward conduct. We value people; we speak the truth; we have the courage of our convictions; and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—as described more specifically in student, faculty, and staff handbooks and policies.

### **Treating Others With Respect And Dignity**

Members of the community are committed to principles of equality and fairness. We follow the profound truth found in the Golden Rule, “In everything do to others as you would have them do to you” (Matthew 7:12).

We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Consistent with our affiliation with the Churches of Christ and our faith heritage, we do seek to hire and promote persons who support the goals and mission of the University, including, but not limited to, those who are members of the Churches of Christ.

We respect the inherent worth of each member of the community. We do not engage in any forms of harassment of others. Those in positions of authority, including administrators, supervisors, faculty members, and student leaders exercise their authority fairly and appropriately.

Other expectations about how we treat others with respect and dignity can be found in University policies and in each school's faculty and student handbooks.

### **Stewarding The University's Resources**

We are good stewards of the University resources entrusted to us and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of the University. We exercise reasonable judgment in the use of University resources, acting with care and prudence. We do not use University resources for personal gain.

We prepare correct and clear financial records and research reports. All entries in University books and accounts accurately reflect each transaction. In reporting on the University's resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

### **Avoiding Conflicts Of Interest And Commitment**

We do not have direct or indirect interests or commitments, financial or otherwise, which conflict with the proper discharge of our duties to the University. The primary professional allegiance of all full-time employees lies with Pepperdine University and the advancement of its mission. We do not solicit or accept any gift, service, or favor that might reasonably influence the discharge of our duties or that we know or should know is being offered with the intent to influence our official conduct. We do not accept other employment or engage in business or professional activities outside of the University when such work might reasonably cause real or apparent conflicts of interest or



conflicts of commitment. We do not transact business in our official capacity with any business entity of which we are an officer, agent, or member, or in which we own a substantial interest without the explicit prior knowledge and approval of the appropriate senior University officer. We disclose potential conflicts of interest to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen. Additional information is located in the University conflicts of interest policy.

### **Maintaining Confidentiality**

We observe and respect the confidentiality rights of all other members of the community, and this duty continues even after we are no longer affiliated with the University. This right of confidentiality applies to all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy. However, the right does not preclude the consensual release of information or the disclosure of information within the University when there is a legitimate need for its disclosure. E-mail or other uses of the University's computers or computer network are for business purposes and are not presumed confidential. Additional information is located in the University's Computer and Network Responsible Usage Policy.

### **Complying With Legal And Professional Obligations**

We comply with all state and federal laws and conform to the highest standards of professional conduct. We transact University business in compliance with all applicable laws, regulations, and University policies and procedures. We do not misrepresent our status or authority in our dealings with others. To the extent that we belong to professions that are governed by standards specific to the profession (such as attorneys, psychologists, or certified public accountants), we adhere to such professional standards. We conduct ourselves in accordance with professional principles for scholarly work, including upholding academic codes of conduct and professional standards for research.

### **Reporting Violations Of The Code**

In order to maintain the integrity of the community, we report observed or suspected violations of this code of ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies, as well as all applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship. Information about reporting violations of this code may be found in the University policy "How to Report a Violation of the Code of Ethics."

## Conclusion

We are governed by an ethos of care and respect, virtues that transcend the provisions of this code. We are called to something greater and nobler than mere compliance with the law or a written code of ethics. We are called “to live a life worthy of the calling [we] have received . . . , bearing with one another in love” (Ephesians 4:1-2). We are called to “dedicate ourselves anew to the great cause of beautiful Christian living” (George Pepperdine’s Dedicatory Address). We are called, ultimately, to lives of service (University Affirmation Statement). As the University motto instructs us: “Freely ye received, freely give.”

## Information for Veterans

Veterans, armed services personnel, and qualified dependents who desire counseling regarding Veterans Administration (VA) benefits should contact the Office of Student Information and Services in Malibu. All VA forms and VA counseling are handled by the Office of Student Information and Services. Students intending to use VA benefits should be aware of the following policies:

- It is the students’ responsibility to notify the Office of Student Information and Services immediately when they increase or decrease their unit load, withdraw, or take a leave of absence. It is also the students’ responsibility to inform this office every term as to the number of units in which they are enrolled.
- It is the students’ responsibility to pay their own tuition. The VA considers its payments a reimbursement, not a subsidy. Students are expected to pay their own tuition and to be reimbursed by the VA. It usually takes six to eight weeks from the time a student’s papers are processed by the Office of Student Information and Services until a check is received. Students who file their papers with the Office of Student Information and Services eight weeks in advance of the beginning of the term are certified on an intent-to-register basis and can generally expect to have their checks by the second week of the term after their enrollment has been verified.
- All students using VA benefits must make satisfactory progress toward their educational objectives. In general, unsatisfactory progress for veteran’s benefits is considered attainment of less than a “B” or 3.0 grade point average for graduate students for two consecutive terms. Students who withdraw from the University lose their benefits at the beginning of the term of withdrawal. If a student is dismissed for academic reasons, benefits are terminated at the date of dismissal. Students who have had their benefits terminated in this manner must be counseled by the Veterans Administration before their benefits will be restored. Benefits are adjusted for students who fail to complete all courses attempted in a term.
- Benefits of students who drop a course (or courses) in the middle of the term are adjusted accordingly, effective as of the beginning of the term, except in extenuating circumstances. In cases where students do not return for the next term, benefits are terminated on the ending date of the previous term.

- Students receive official grade reports at the end of each term. These grade reports include all course work attempted, units completed, and grades earned for the term. The cumulative and term grade point averages are also listed for the student's information. All academic credit is made a part of the student's permanent file and is available at the Registrar's Office. An unofficial grade sheet is available to the student upon written request to the Registrar's Office. Students wishing to review their academic progress records may do so in person but at such time must present proper identification.







ADMINISTRATION  
AND  
FACULTY

## Board of Regents

**Edwin L. Biggers, Chairman**

President (Retired)  
Hughes Missile Group

**Robert G. Jackson,  
Vice Chairman**

President (Retired)  
Ford Motor Land  
Development Corporation

**Susan F. Rice, Secretary**

Principal  
SFR Consulting

**Frederick L. Ricker,  
Assistant Secretary**

Sector Vice President  
Northrop Grumman Space  
Technology

**William S. Banowsky**

President Emeritus  
Pepperdine University

**Andrew K. Benton**

President  
Pepperdine University

**Sheila K. Bost**

Certified Family Life Education  
Primary Relationships  
Marriage and Family Intern,  
Private Practice

**Virginia B. Braun****Janice R. Brown**

Circuit Court Judge  
United States Court of  
Appeals for the D.C. Circuit

**T. Michael Bucchi**

QinetiQ-North America  
Senior Vice President  
Mission Solutions Group

**Jose A. Collazo**

President  
Products and Partners  
BT Global Services

**Jerry S. Cox**

President  
Cox & Perkins Exploration, Inc.

**W. L. Fletcher III**

Co-Owner  
Park Centre Properties, LLC

**Matthew K. Fong**

President  
Strategic Advisory Group

**Linda M. Gage**

**Terry M. Giles**  
Owner  
Giles Enterprises

**Glen A. Holden**

United States Ambassador (Retired)

**Gail E. Hopkins**

Orthopaedic Surgeon

**John D. Katch**

Regional Manager, Public Affairs  
(Retired)  
Southern California Edison Company

**Arthur G. Linkletter**

Chairman  
Linkletter Enterprises

**Eff W. Martin**

Managing Director (Retired)  
Goldman Sachs & Company

**Michael T. Okabayashi**

Partner  
Ernst & Young

**Timothy C. Phillips**  
Chief Executive Officer  
Phillips and Company

**James R. Porter**  
Principal  
Porter Capital Partners

**Rosemary Raitt**  
General Partner  
KVI Corporation and FKC

**Russell L. Ray, Jr.**  
Airline and Aerospace Companies  
(retired)  
Chairman, Exeltech Corporation  
Chairman, THA Foundation

**Travis E. Reed**  
President  
Reed Investment Corporation

**Carol Richards**

**B. Joseph Rokus**  
Chairman  
Packaging Plus

**Charles B. Runnels**  
Chancellor Emeritus  
Pepperdine University

**Rosa Mercado Spivey**  
Physician  
Los Angeles Unified School District

**William W. Stevens**  
Chairman of the Board (Retired)  
Triad Systems Corporation

**Stephen M. Stewart**  
President  
Stewart Brothers Drilling Company

**William H. Swanson**  
Chairman, Chief Executive Officer  
Raytheon Company

**Augustus Tagliaferri**  
Chairman and President  
Financial Structures, Inc.

**Thomas J. Trimble**  
Senior Vice President/  
General Counsel and Corporate  
Secretary (Retired)  
Southwest Gas Corporation

**Robert L. Walker**  
Vice President for Development  
Texas A&M University

**Marylyn M. Warren**  
Senior Vice President (retired)  
eHarmony.com

**Edward V. Yang**  
Chairman  
Cross Shore Acquisition Corporation

## Life Regents

**Joe R. Barnett**

**Lodwick M. Cook**

**Robert R. Dockson**

**Hari N. Harilela**

**Jerry E. Hudson**

**Jerve M. Jones**

**Richard M. Scaife**

**Flora Laney Thornton**

**William R. Waugh**

**J. McDonald Williams**

**Helen M. Young**

## University Board

**Pat Boone, Chairman**

President

Pat Boone Enterprises, Inc.

**Robert Barbera**

Financial Officer

Barbera Management

**Thomas J. Barrack, Jr.**

Chairman and

Chief Executive Officer

Colony Capital, Inc.

**William Beazley**

Orthodontist Principal

Enterprise Management

**Paul Bennett**

Chairman and Chief Executive Officer

Utility Trailer Manufacturing Co.

**Andrew K. Benton**

President

Pepperdine University

**A. Ronald Berryman**

Chief Executive Officer

Berryman and Company

**John S. Broome**

Owner

Rancho Guadalupe

**Viggo Butler**

Chairman

United Airports Limited

**Rod Campbell**

Chairman

Auto Tribe

**Robert M. Davidson**

Chairman

The Davidson Group

**Edmond R. Davis**

Partner

Davis & Whalen LLP

**K. Duane Denney**

Investments

**Robert E. Dudley**

Founder and

Chief Executive Officer

Clarus Therapeutics, Inc.

**Maureen Duffy-Lewis**

Judge

The Superior Court

**Mark W. Dundee**

Human Resources and

Investor Solutions

Mellon Financial Corporation



**Paul G. Flynn**

Court Judge (Retired)  
Santa Monica Superior

**Shirley Reid Frahm**

Founding Director/Consultant  
Reid Plastics, Inc.

**Hank Frazee**

Life Insurance and  
Estate Planning  
H.W. Frazee and Company

**G. Louis Graziadio III**

Managing Partner  
Ginarra Partners, L.L.C.

**Bart M. Hackley, Jr.**

C.P.A.—Retired

**Mary Heckmann Griffin Ph.D.****Bruce Herschensohn**

Associate Fellow  
Richard Nixon Foundation

**Thomas E. Higgins**

Chairman  
Higgins, Marcus & Lovett, Inc.

**Robert W. P. Holstrom**

President  
Diversified Investment Funds, Inc.

**William T. Huston**

Chairman Emeritus  
Watson Land Company

**Carl J. Lambert**

President  
Lambert Investments, Inc.

**Stephen Lehman**

Partner  
Sunseeker Yachts  
SeaNet Fractional Yachts

**John T. Lewis**

President and  
Chief Executive Officer  
Eugene Lewis & Associates

**Ian R. Linde**

Linde Company

**Muriel Lipsey**

Trustee, Cedars Sinai Hospital and  
UCLA Foundation

**Jim Long**

Chairman and  
Chief Executive Officer  
Telos Holdings, Inc.

**Seiji Masuda**

Chairman  
SEKOTAC GmbH

**Gregory R. McClintock**

Partner  
Mayer, Brown, Rowe & Maw

**Carl Minton**

Fiduciary  
Minton Trust Services

**E. Chadwick Mooney**

Mooney Capital Advisors

**Velma V. Morrison**

President  
Harry W. Morrison Foundation, Inc.

**William S. Mortensen**

Chairman Emeritus  
First Federal Bank of California

**Kenneth Mosbey, CFP, CLU**

Branch Manager  
Mosbey Financial

**Aaron Norris**

Blackwater Entertainment, Inc.

**Stephen E. Olson**  
Chairman  
The Olson Company

**Terry Hamilton Quimby**  
Investments

**Frank E. Raab**  
RADM, USNR (Retired)

**John Ratzenberger**  
Fiddlers Bay Productions

**Kelly Roberts**  
Vice Chairman of the Board  
The Historical Mission Inn Corporation

**Charles B. Runnels**  
Chancellor Emeritus  
Pepperdine University

**Margaret Sheppard**

**Richard L. Stack**  
Trustee  
Hugh and Hazel Darling Foundation

**William "Steve" Stephens**  
Dentist

**Dorothy Straus**

**Terralynn Walters Swift**  
Investment Advisor

**Charles H. Taylor**  
Chief Executive Officer  
TAYCO Engineering, Inc.

**George Thomas**  
Real Estate Investments

**Robert A. Virtue**  
President  
Virco Manufacturing Corporation

**Lew O. Ward**  
Chairman of the Board  
Ward Petroleum Company

**Ellen Weitman**  
Chief Financial Officer  
Weitman Family Properties

**Larry Westfall**  
President and Chief Executive Officer  
Westfall International  
Products & Consulting

**Jeremy N. White**  
Chairman  
Nettec PLC

**Gary L. Wilcox**  
Executive Vice President of  
Operations  
ICOS Corporation

## University Administration

|  |                               |
|--|-------------------------------|
| President .....  | <i>Andrew K. Benton</i>       |
| Chancellor Emeritus .....  | <i>Charles B. Runnels</i>     |
| Provost .....  | <i>Darryl L. Tipples</i>      |
| Senior Vice President and Chief Investment Officer .....                 | <i>Jeff Pippin</i>            |
| Executive Vice President .....   | <i>Gary A. Hanson</i>         |
| Senior Vice President for Planning, Information,<br>and Technology ..... | <i>Nancy Magnusson Durham</i> |

## Graduate School of Education and Psychology Administration and Staff

|                                  |                           |
|----------------------------------|---------------------------|
| Dean .....                       | <i>Margaret J. Weber*</i> |
| Associate Dean, Education .....  | <i>Eric Hamilton*</i>     |
| Associate Dean, Psychology ..... | <i>Robert A. deMayo*</i>  |

### Administration

|                                       |                        |
|---------------------------------------|------------------------|
| Director, Budget and Research .....   | <i>Jamie Green</i>     |
| Executive Assistant to the Dean ..... | <i>Adele Cadres</i>    |
| Communications Facilitator .....      | <i>John Baker</i>      |
| Manager, Research .....               | <i>Karen A. Magner</i> |
| Administrative Coordinator .....      | <i>Melissa Nelson</i>  |
| Fiscal Services Assistant .....       | <i>Joanne Lee</i>      |
| Manager, Events .....                 | <i>Vanessa Jahn</i>    |

### Education Programs

|   |                       |
|---|-----------------------|
| Assistant to Associate Dean .....                           | <i>Annie Bergin</i>   |
| Administrative Assistant .....                              | <i>Eric Thomas</i>    |
| Assistant Program Director, K-12 Programs .....             | <i>Nancy Goglia</i>   |
| Assistant Program Director, Leadership and Technology ..... | <i>Christie Dailo</i> |

### Master of Arts in Education and Teaching Credentials Program

|  |                          |
|--|--------------------------|
| Director .....                                       | <i>Nancy Harding*</i>    |
| Director, Student Teaching .....                     | <i>J. L. Fortson*</i>    |
| Assistant Director, Student Teaching, IGC .....      | <i>Margot Condon*</i>    |
| Student Teaching Coordinator—Westlake & Encino ..... | <i>Grenada Brazzell*</i> |
| PACT Administrator .....                             | <i>Penny Roberts</i>     |
| Credential Administrator .....                       | <i>Vicki Kim</i>         |

### Master of Arts in Educational Technology (Online) Program

|                |                                |
|----------------|--------------------------------|
| Director ..... | <i>June Schmieder-Ramirez*</i> |
|----------------|--------------------------------|

### Master of Science in Administration and Preliminary Administrative Credential Programs

|                |                                |
|----------------|--------------------------------|
| Director ..... | <i>June Schmieder-Ramirez*</i> |
|----------------|--------------------------------|

\* Indicates individuals who are also members of the faculty.

**Doctor of Education and Professional Administrative  
Credential Programs**

|  |                                |
|--|--------------------------------|
| Director, Educational Leadership, Administration<br>and Policy ..... | <i>June Schmieder-Ramirez*</i> |
| Director, Educational Technology.....                                | <i>June Schmieder-Ramirez*</i> |
| Director, Organization Change.....                                   | <i>Kay Davis*</i>              |
| Director, Organizational Leadership .....                            | <i>June Schmieder-Ramirez*</i> |

**Psychology Programs**

|                                   |                             |
|-----------------------------------|-----------------------------|
| Assistant to Associate Dean ..... | <i>Monica Nichelson</i>     |
| Administrative Assistant.....     | <i>Anabel Franco-Huerta</i> |

**Master of Arts in Psychology Program**

|                |                          |
|----------------|--------------------------|
| Director ..... | <i>Robert A. deMayo*</i> |
|----------------|--------------------------|

**Master of Arts in Clinical Psychology Program**

|   |                        |
|---|------------------------|
| Director .....  | <i>Duncan Wigg*</i>    |
| Manager, M.A. Clinical Training and<br>Professional Development ..... | <i>Kathleen Wenger</i> |
| M.A. Clinical Training Coordinator.....                               | <i>Rebecca Reed</i>    |
| M.A. Clinical Training Coordinator.....                               | <i>Carla Haberman</i>  |

**Doctor of Psychology Program**

|   |                              |
|---|------------------------------|
| Director .....  | <i>Edward P. Shafranske*</i> |
| Director, Clinical Training.....  | <i>Aaron Aviera*</i>         |
| Program Administrator.....  | <i>Cheryl Saunders</i>       |
| Psy.D. Clinical Training and Professional<br>Development Administrator..... | <i>Jay Carson</i>            |

**Master of Arts in Clinical Psychology Program, Malibu**

|  |                       |
|--|-----------------------|
| Director .....                             | <i>Cary Mitchell*</i> |
| Program Administrator/Office Manager ..... | <i>Andrea Venkat</i>  |

**Internal and External Relations**

|                      |                        |
|----------------------|------------------------|
| Assistant Dean ..... | <i>Marian Guirguis</i> |
|----------------------|------------------------|

**Advancement and Alumni**

|  |                         |
|--|-------------------------|
| Senior Advancement Officer .....               | <i>Michael Niels</i>    |
| Director, Advancement & Alumni Relations ..... | <i>Claudette LaCour</i> |
| Manager, Alumni .....                          | <i>Adam Owenz</i>       |
| Administrative Assistant.....                  | <i>Oswaldo Gomez</i>    |

**Career Services**

|  |                   |
|--|-------------------|
| Assistant Director .....                   | <i>Open</i>       |
| Manager, Career Services (Psychology)..... | <i>Karie Lord</i> |

\* Indicates individuals who are also members of the faculty.

## Professional Development

|   |                 |
|---|-----------------|
| Psy.D. Clinical Training, and<br>Professional Development Administrator ..... | Jay Carson      |
| Manager, M.A., Clinical Training<br>and Professional Development .....        | Kathleen Wenger |
| M.A. Clinical Training and Development Coordinator .....                      | Rebecca Reed    |

## Marketing, Media, and Public Information

|                                     |                     |
|-------------------------------------|---------------------|
| Director, Marketing .....           | Jennifer Scharnikow |
| Marketing Manager, Education .....  | Cyndi Stratton      |
| Marketing Manager, Psychology ..... | Open                |

## Recruitment and Admissions

|                                      |                 |
|--------------------------------------|-----------------|
| Director .....                       | Open            |
| Recruiter, Education .....           | Yeshiva Davis   |
| Recruiter, Psychology .....          | Lindsay Blanco  |
| Admissions Manager, Education .....  | Brenden Wysocki |
| Admissions Manager, Psychology ..... | Deanna Lazaro   |
| Admissions Specialist .....          | Anastasia Ioda  |

## Student Services

|   |                   |
|---|-------------------|
| Assistant Dean, Student Services .....                    | Robin Bailey-Chen |
| Director, Student Services .....                          | Besenia Rodriguez |
| Student Services Advisor, K-12 Programs .....             | April Uhlig       |
| Student Services Advisor, Leadership and Technology ..... | Open              |
| Student Services Advisor, Psychology .....                | Tinnie Taylor     |
| Manager, IRB and Dissertation Support .....               | Jean Lee          |
| Manager, Writing Support .....                            | Regina Meister    |
| Assistant Director, Financial Aid .....                   | Dayna Ozen        |
| Financial Aid Assistant .....                             | Tara Pueblo       |
| Student Accounts Coordinator .....                        | Stacye Edwards    |
| Supervisor, Registration and Student Systems .....        | Yee-Man Leung     |

## Technology

|                                   |          |
|-----------------------------------|----------|
| Director, Technology .....        | John Kim |
| Web Manager .....                 | Open     |
| Technology Support Manager .....  | Open     |
| Information Systems Manager ..... | Open     |

## Community Counseling Centers

|                               |              |
|-------------------------------|--------------|
| Clinic Director, Irvine ..... | Duncan Wigg* |
| Clinic Director, Encino ..... | Anat Cohen*  |

## Psychological and Educational Clinic, West Los Angeles

### Graduate Campus

|                |               |
|----------------|---------------|
| Director ..... | Aaron Aviera* |
|----------------|---------------|

\* Indicates individuals who are also members of the faculty.

**Psy.D. Clinical Training and Professional**

|  |                 |
|--|-----------------|
| Development Administrator .....  | Jay Carson      |
| Manager, M.A., Clinical Training and<br>Professional Development ..... | Kathleen Wenger |
| M.A. Clinical Training and Development Coordinator .....               | Rebecca Reed    |

**Boone Center for the Family**

|                          |                 |
|--------------------------|-----------------|
| Executive Director ..... | Ken Canfield*   |
| Assistant Director ..... | Open            |
| Program Assistant .....  | Hannah Parmalee |
| Project Manager .....    | Cameo Wallace   |

**Office of Graduate Campuses Staff****Client Services**

|   |                |
|---|----------------|
| Associate Director .....                            | Thomas Hoover  |
| Manager, Drescher .....                             | Nirali Patel   |
| Manager, Irvine .....                               | Brian Axline   |
| Manager, West Los Angeles .....                     | Prakash Sharma |
| Manager, Long Beach .....                           | Martin Vazquez |
| Manager, Encino .....                               | Omar Cayasso   |
| Manager, Westlake Village .....                     | Lotte Cherin   |
| Manager, Irvine .....                               | Brian Axline   |
| User Consultant, Encino .....                       | Erik J. Rush   |
| User Consultant, Irvine .....                       | Jun Lee        |
| User Consultant, West Los Angeles .....             | Al Lewis       |
| User Consultant, West Los Angeles .....             | Adam Burton    |
| User Consultant, Malibu .....                       | Open           |
| User Consultant, Irvine .....                       | Rene Mendez    |
| Senior Field Technician, Graduate Campuses .....    | Open           |
| Senior Call Center Analyst, Graduate Campuses ..... | Open           |
| Multimedia Field Technician, Drescher .....         | Keith Holland  |
| Field Technician .....                              | Open           |

**Graduate Campuses**

|   |                  |
|---|------------------|
| Managing Director, Educational Facilities ..... | David Page       |
| Office Manager/Financial Planner .....          | Pamela Ortega    |
| Administrative Assistant .....                  | Sarah Geshti     |
| Senior Director, West Los Angeles .....         | Harold Taylor    |
| Lead Coordinator, West Los Angeles .....        | Willis Huffman   |
| Campus Coordinator, West Los Angeles .....      | Marco Huerta     |
| Director, Irvine .....                          | Gwen Haas        |
| Campus Coordinator, Irvine .....                | Tyler Condon     |
| Administrative Assistant, Irvine .....          | Lauren Desjardin |
| Director, Encino .....                          | Allen LaVinger   |

\* Indicates individuals who are also members of the faculty.

|   |                         |
|---|-------------------------|
| Lead Coordinator, Encino .....            | <i>Miles Brandon</i>    |
| Director, Westlake Village .....          | <i>Leslie Haggard</i>   |
| Lead Coordinator, Westlake Village.....   | <i>Elyse Blevel</i>     |
| Center Coordinator, Westlake Village..... | <i>Paula K. Haydter</i> |

**Libraries**

|   |   |
|---|---|
| Information Services Librarian, WLA.....        | <i>Maria Brahme and Lizette Gabriel</i> |
| Public Services Supervisor, WLA .....           | <i>Michael Bell</i>                     |
| Library Assistant, WLA.....                     | <i>Hermito San Jose</i>                 |
| Information Services Librarian, Irvine .....    | <i>Toby Berger</i>                      |
| Information Services Librarian, Irvine.....     | <i>Janet Beal</i>                       |
| Acting Head of Campus Libraries, Drescher ..... | <i>James Wiser</i>                      |
| Evening Circulation Supervisor, Drescher.....   | <i>Max Watson</i>                       |
| Library Assistant, Irvine .....                 | <i>Josh Brumfield</i>                   |
| Library Assistant, Irvine .....                 | <i>Carrie Axline</i>                    |
| Reference Assistant, Encino .....               | <i>Hector Rodriguez</i>                 |
| Library Assistant, Encino.....                  | <i>Kathryn Stewart</i>                  |

## Graduate School of Education and Psychology Administration and Faculty



**Margaret J. Weber, Ph.D.**

Dean and Professor

*B.S., M.S., Eastern Illinois University;*

*Ph.D., University of Missouri.*

Dr. Weber assumed the deanship in August 2001, serving formerly as associate dean at Oklahoma State University's College of Human Environmental Sciences. Dr. Weber focuses her scholarly work on leadership and is exploring the concept of transcendent leadership. In educating students for lives of service, purpose, and leadership, there is a major calling that supports and speaks to our core being. How do each of us translate this special calling of our being to leading and inspiring others to make a difference in the world. Her beliefs of service and social justice are core components to her leadership. Dr. Weber is the author of several articles on socialization of graduate students, scholarship and faculty productivity. She serves on the Board of the Union Rescue Mission.



**Eric Hamilton, Ph.D.**

Associate Dean, Education and Professor of Education with joint appointment in Mathematics

*B.A., M.A.T., University of Chicago;*

*Ph.D., Northwestern University.*

Dr. Hamilton currently serves as the leader of the international Distributed Learning and Collaboration series of research symposia in Asia, Europe, and Africa, supported by the National Science Foundation (NSF), Microsoft Research, and numerous overseas government agencies and universities. Dr. Hamilton came to GSEP from the US Air Force Academy, where he was a Research Professor and on the mathematics faculty; he also served as the Director of the Academy's Center for Research on Learning and Teaching. He was a member of the Senior Executive Service of the U.S. government as a division director for research, evaluation, and communication at NSF. He also served as a program officer overseeing urban and statewide systemic reform efforts in mathematics and science education.



**Robert A. deMayo, Ph.D., ABPP**

Associate Dean, Psychology  
and Professor of Psychology

*B.A., University of California, Santa Cruz;  
M.A., Ph.D., University of California, Los Angeles.*

Dr. deMayo is a Diplomate in Clinical Psychology of the American Board of Professional Psychology. He is a past president of the Los Angeles Society of Clinical Psychologists, and he received the award for Distinguished Contribution to the Profession of Psychology from the California Psychological Association in 2006. Dr. deMayo has extensive experience in teaching and supervision, and prior to joining the faculty at Pepperdine, received the Shepherd Ivory Franz Distinguished Teaching Award from the UCLA Psychology Department. Dr. deMayo has research interests in the area of professional practice issues. He is a licensed psychologist and remains active in clinical practice. He also serves as director of the Master of Arts in Psychology program.

**Joy Keiko Asamen, Ph.D.**

Professor of Psychology

*B.A., University of California, Los Angeles;  
M.A., California State University, Northridge;  
Ph.D., University of California, Los Angeles.*

Dr. Asamen received her doctorate in educational psychology, specializing in counseling psychology. She came to Pepperdine University after five years in psychiatric research at the Veterans Administration Medical Center in Brentwood and the UCLA Neuropsychiatric Institute. Her teaching interests include research methods and data analysis. She is a licensed psychologist in California.



**Aaron Aviera, Ph.D.**

Clinical Faculty and Clinic Director,  
West Los Angeles, Community Counseling Center

*B.A., University of California, Los Angeles*

*M.A., Ph.D., University of California, Los Angeles*

Dr. Aviera is a clinical psychologist who has been with Pepperdine University since 1997. He is Director of Clinical Training for the doctoral program and as Director of the Pepperdine Psychological and Educational Clinic at the West Los Angeles campus. He helped develop and currently directs the Jerry Butler Union Rescue Mission – Pepperdine Counseling Center. Prior to coming to Pepperdine University, Dr. Aviera worked at Metropolitan State Hospital with hospitalized persistently mentally ill Latino clients. Areas of interest and study include clinical supervision, developing culturally sensitive interventions for Latino clients, working with disenfranchised individuals and the substance abusing mentally ill, and crisis intervention. In his private practice Dr. Aviera conducts psychotherapy with a wide range of clients in both English and Spanish, and provides crisis intervention and Critical Incident Stress Debriefing to injured and traumatized workers.

**Thema Bryant-Davis, Ph.D.**

Assistant Professor of Psychology

*B.A., M.A., Ph.D. Duke University.*

Dr. Bryant-Davis' research, teaching, and clinical area of expertise is the cultural context of trauma recovery. Additionally, her professional interests include alternative coping strategies such as spirituality and the arts, international psychology, the psychology of women, and the trauma of societal oppression, including racism. Dr. Bryant-Davis was honored with the Emerging Leader for Women in Psychology by the American Psychological Association. She is the 2007 Chair of the Committee on International Relations in Psychology and Chair of the Global Issues Committee for the Society for the Psychology of Women.

**Ken Canfield, Ph.D.**

Executive Director, Boone Center for the Family

*B.A., Friends University, Wichita, Kansas;*

*M.A., University of British Columbia;*

*Ph.D., Kansas State University.*

Dr. Ken Canfield has authored several award-winning texts, including *7 Secrets of Effective Fathers*, and *The Heart of a Father*. He served as President of the National Center for Fathering for 16 years and was the Director/Co-Founder of the International Family Center. His work has appeared in numerous articles in both popular and educational journals and magazines. Ken and his wife of 31 years, Dee, have five children and two grandchildren.

**Vance Caesar, Ph.D.**

Visiting Faculty, Education

*B.S., The Citadel;*

*M.B.A., Florida Atlantic University;*

*Ph.D., Walden University.*

Dr. Caesar is owner of The Vance Caesar Group, which is known as one of the nation's premiere leadership coaching and training firms. He has also served as the operating head of publicly owned daily newspapers and his own media group. Dr. Caesar has led groups of executives in developmental situations, been an individual and organizational consultant, and taught leadership and entrepreneurship to industry groups and M.B.A. candidates. He is published in magazines, newspapers, and Web sites. He has also been elected to many profit and not-for-profit boards and is the founder of the Professional Coaches and Mentors Association.



**Kathy L. Church, Ed.D.**

Associate Professor of Education

*B.S., M.A., Ed.D., Ball State University.*

Dr. Church received her doctoral degree in school psychology. She was an assistant professor in the Department of Elementary Education and the Department of Educational Psychology at Ball State University in Muncie, Indiana. She also has experience as a grant writer, project director, and supervisor of student teachers and has been involved in consultation and action research. She participated in a PT3 Grant for "Integrating Technology into Teacher Education." In her role as university liaison in the professional development school, Dr. Church piloted the "Learning Assessment Model Project" and received a TQE grant. Her teaching experience includes lifespan development, child and adolescent development, supervision of doctoral teaching assistants, learning, study strategies for college students, reading diagnosis and instruction, education in a democratic society, senior seminar, and supervision of practicum classes in a variety of school settings.

**Anat Cohen, Ph.D.**

Clinical Faculty and Clinic Director, San Fernando Valley Community Counseling Center

*B.A., Bar-Ilan University, Israel;*

*M.A., Ph.D., California School of Professional Psychology.*

In addition to serving as a visiting faculty member at Pepperdine, Dr. Cohen is also the clinic director for the Pepperdine Community Counseling Center at the Encino Graduate Campus. Prior to joining the faculty at Pepperdine, Dr. Cohen was the assistant director of training at the Verdugo Mental Health Center. Dr. Cohen has also served as a clinical faculty member for the California School of Professional Psychology. Her teaching experience is in the field of research and statistics, including serving as a dissertation consultant. As director of the Pepperdine Community Counseling Center at the Encino Graduate Campus, Dr. Cohen is concerned with issues related to leadership and organization within the clinical setting, with focus on supervision and training.

**Anthony M. Collatos, Ph.D.**

Assistant Professor of Education

*B.A., Loyola Marymount University;  
Ph.D., University of California, Los Angeles.*

Dr. Collatos' research interests include college access pathways, urban education, critical sociology, learning communities, and urban family/teacher education partnerships. He is a research associate with UCLA's Institute for Democracy, Education, and Access and the University of California All Campus Consortium on Racial Diversity (UC/ACCORD). His research involves the Futures Project, an eight-year longitudinal study that looked at creating alternative pathways for first-generation urban youth to more effectively navigate the k-16 educational pipeline. He has also published several articles and book chapters about his work. Dr. Collatos regularly presents his research to educators, community groups, and at national and international conferences. He currently teaches courses in social and cultural foundations, multi-cultural education, and action research. Before becoming a university teacher educator, Dr. Collatos taught as a secondary social studies instructor, coached, and worked as a college access advisor for low-income youth.

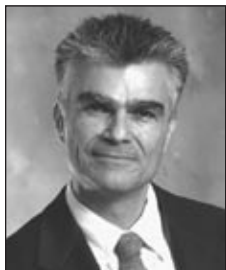
**Margot Condon, Ed.D.**

Assistant Director of Student Teaching  
and Lecturer

*B.A., California State University, Northridge;  
M.S., Ed.D., Pepperdine University.*

Dr. Condon is the assistant director of student teaching for Pepperdine in Orange County. She has been a master teacher in both the Los Angeles and San Diego school districts and was the director of a performing arts academy. Her teaching interests focus on creating a positive environment in the classroom and the organization/management of instruction. She was awarded Pepperdine's Luckman Distinguished Teaching Fellows award and enjoys writing children's books.





**Louis John Cozolino, Ph.D.**

Professor of Psychology

*B.A., State University of New York, Stony Brook;*

*M.T.S., Harvard University;*

*Ph.D., University of California, Los Angeles.*

Dr. Cozolino has diverse clinical and research interests and holds degrees in philosophy and theology, in addition to his doctorate in clinical psychology. He has conducted empirical research in schizophrenia, child abuse, and the long-term impact of stress. Recently, his interests have turned to a synthesis of the biobehavioral sciences and psychotherapy. He is the author of *The Neuroscience of Psychotherapy: Building and Rebuilding the Human Brain* and *The Making of a Therapist: A Practical Guide for the Inner Journey*, as well as numerous articles and chapters on various topics. He maintains a clinical and consulting practice in Los Angeles.



**Kay Davis, Ed.D.**

Lecturer of Education

*B.S.N., California State University, Long Beach;*

*M.S.N., University of California, Los Angeles;*

*Ed.D., Pepperdine University.*

Dr. Davis began her teaching career at Pepperdine as an adjunct faculty member in 1988. Currently, she serves as director for the doctoral program in Organization Change. Her teaching areas include research methods and information literacy. Dr. Davis continues her involvement in industry and maintains a consulting practice that provides educational and administrative services to a variety of national and international organizations.

**Cynthia A. Dollins, Ed.D.**

Lecturer, Education

*B.A., M.A., California State Polytechnic University,  
Pomona;*

*M.S., California State University, Fullerton;  
Ed.D., Pepperdine University.*

Dr. Dollins specializes in literacy instruction in K–12 curriculum. She was the principal of Stanton Elementary School in the Glendora Unified School District and served as a consultant and presenter for San Gabriel area school districts. She has also worked as a teacher, mentor teacher, and lead teacher in the West Covina Unified School District and as an instructor for California State University, Fullerton. Dr. Dollins is the author of several publications, and has been a consultant/presenter for several school districts in Southern California.

**Kathleen A. Eldridge, Ph.D.**

Associate Professor of Psychology

*B.A., University of California, Santa Barbara; M.A.,  
Ph.D., University of California, Los Angeles.*

Dr. Eldridge is a licensed clinical psychologist specializing in psychotherapy research and couple/marital and family therapy. She teaches courses in marriage and family therapy, research methods, and statistics. Dr. Eldridge has published research on couple therapy and relationship communication, and presented the results of this research at national and international conferences. She collaborates with investigators at UCLA on a clinical trial of marital therapy. Dr. Eldridge also collaborates with psychology faculty colleagues in implementing the Pepperdine Applied Research Center, a project to develop research in the training clinics at Pepperdine University. She currently has a private practice and has worked in clinical settings with diverse populations comprised of children, adolescents, college students, adults, couples, and families.



**Drew Erhardt, Ph.D.**

Professor of Psychology

*B.A., University of Virginia;**M.A., Ph.D., University of California, Los Angeles.*

Dr. Erhardt earned his doctorate in clinical psychology from UCLA and completed a postdoctoral fellowship at the UCLA Neuro-Psychiatric Institute and Hospital. Prior to teaching at Pepperdine, he served on the faculty at Duke University. Dr. Erhardt is a licensed psychologist whose research and clinical work focus on the diagnosis and treatment of attention-deficit hyperactivity disorder and other psychological disorders originating in childhood. His teaching interests include child and adult psychopathology, cognitive-behavioral therapy, and clinical interventions with children and adolescents.

**John F. Fitzpatrick, Ed.D.**

Superintendent in Residence

*B.S., California State University, Long Beach;**M.S., Ed.D., University of Southern California*

Dr. Fitzpatrick has been in education for more than 34 years, during which time he has served as a teacher, high school principal, director of secondary schools, assistant superintendent of curriculum and instruction, and superintendent of various districts. Dr. Fitzpatrick is the president and chair of the Western Association of Schools and Colleges, K–University. He is also a member and former chairman of the WASC Commission. Dr. Fitzpatrick is a director of Commission on International and Trans-regional Accreditation. He was one of four California superintendents recently elected to the American Association of School Administrators Board of Directors. He was also the chair of the Dean's Superintendents Advisory Group for the University of Southern California. Dr. Fitzpatrick has worked on numerous committees, as well as state and federal legislatures.



**J.L. Fortson, Ed.D.**

Lecturer of Education and Director,  
Student Teaching

*B.A., University of West Florida;  
M.Ed., Loyola Marymount University;  
Ed.D., University of San Francisco.*

Dr. Fortson has extensive experience working with students at the K–12 level as well as the master's and doctoral levels. Her research and writing interests include the pedagogy of instruction, urban curriculum development, multicultural education, and educational legislation and litigation. As an educational leader she specializes in the creation of innovative educational programs to meet the needs of all students and their institutions. Dr. Fortson remains an active member of the Committee on Accreditation's Board of Institutional Reviewers for the California Commission on Teacher Credentialing.

**David W. Foy, Ph.D.**

Professor of Psychology

*B.S., Mississippi College;  
M.A., Ph.D., University of Southern Mississippi*

Dr. Foy came to Pepperdine after serving as a professor of psychology at Fuller Theological Seminary. His clinical and research activities involve using a multiple trauma perspective in the study of traumatic victimization and identifying etiologic factors in the development of post-traumatic stress disorder. Combat veterans, battered women, adult and child survivors of childhood sexual abuse, and adolescent survivors of gang-related violence are populations that have been studied in his research lab. He serves as senior research consultant for the V.A. National Center for the Study of Post-traumatic Stress Disorder in Menlo Park and Honolulu.



**Miguel E. Gallardo, Psy.D.**

Associate Professor of Psychology  
*Psy.D., California School of Professional Psychology,  
Los Angeles.*

Dr. Gallardo's areas of clinical and research interest include Chicano/Latino psychology, cross-cultural responsiveness, recruitment and retention of Latinas/os in higher education, and multicultural organizational development. He is a founder and past president of the California Latino Psychological Association and is currently president of the California Psychological Association. He serves on various boards and committees at the local, state, and national level through the APA. Dr. Gallardo has produced two educational videos addressing the issues facing racially/ethnically diverse individuals with disabilities. He has been honored at the local and national level for his dedication and commitment to the field of psychology.

**Cara L. García, Ph.D.**

Professor of Education  
*B.S., Central Michigan University;  
M.A., California State University, Los Angeles; Ph.D.,  
University of Arizona.*

Dr. Garcia came to Pepperdine University from the Los Angeles Unified School District where she was a teacher and teacher-advisor. She teaches methods courses, chairs dissertations, and supervises educational therapy services offered through the clinic. Her research interests focus on academic anxiety, specifically reading and writing blocks, test anxiety, stage fright, and math anxiety. She is the author of *Too Scared to Learn: Overcoming Academic Anxieties* and co-author of the Gestalt Educational Therapy chapter in *Gestalt Therapy: History, Theory and Practice*. She currently is coordinating the Professional Development School partnership with the Lawndale School District.

**Reyna García Ramos, Ph.D.**

Professor of Education

*B.A., University of California, Los Angeles;*

*Ph.D., University of California, Santa Barbara*

Dr. García Ramos received her doctorate in educational psychology with an emphasis in language, culture, and literacy. She was a UC President's Dissertation Year Fellow at UCSB, where she also taught for the Department of Chicano Studies. Dr. García Ramos has a qualitative research background and training in anthropology and education. Her publications have focused on the literacy development of bilingual and English language learners. Her teaching and research interests include effective instruction of language and ethnic minority students in the K–12 public school system, particularly urban districts.

**Susan R. Hall, J.D., Ph.D.**

Associate Professor of Psychology

*B.A., Georgetown University;*

*M.A., J.D., Ph.D. University of Arizona.*

Dr. Hall earned her law degree and her doctorate in both clinical psychology and psychology, policy, and law at the University of Arizona. She conducted her internship and postdoctoral fellowship in child clinical psychology at the Yale University School of Medicine, Child Study Center. Her current scholarship examines the clinical and forensic assessment of children and youth exposed to violence and maltreatment and the role of strengths and spirituality in mental health. She has published and presented nationally on child witnesses in the courtroom and other topics related to psychology, public policy, and law. Her teaching interests include individual and family development, assessment and treatment of children and adolescents, behavioral and cognitive-behavioral therapy, forensic psychology, and clinical practicum.



**Jeanmarie Hamilton Boone, Ph.D.**

Assistant Professor

*Ph.D. in Education, Claremont Graduate University; M.A. in Secondary Education, Curriculum and Instruction from California State University at Long Beach; BA in English Literature and Psychology from Pitzer College*

Dr. Jeanmarie Hamilton Boone has extensive experience teaching language arts where she quickly developed a specific talent in promoting English literacy with English learners at the high school level. Dr. Hamilton Boone served several years as English Language Development Coordinator where she assisted veteran and new teachers more effectively instruct English learners in various content areas. Dr. Hamilton Boone's research interests include issues related to English language learners, boys' education, urban education issues, testing and accountability. Dr. Hamilton Boone has presented her research at various conferences including The Hawaii International Conference on Education, the 18th Annual National Dropout Prevention Center Conference and the California Association of Bilingual Educators (CABE) Conference.

Dr. Hamilton Boone currently teaches Second Language Development: Theories and Foundations, and Second Language Development: Methods and Practice, Foundations of Curriculum and Instruction for Culturally Diverse Settings, and Cultural Diversity in the Graduate School of Education and Psychology.

**Nancy Harding, Ph.D.**

Associate Professor of Education

*B.A., Temple University;  
M.A., Ph.D., University of California, Los Angeles.*

Dr. Harding earned her Ph.D. in psychological studies in education from the University of California, Los Angeles. Dr. Harding's primary interests are teacher preparation and support. Her research addresses the cultural connections between home and school, parental values, and cultural diversity in education. She taught in rural and urban schools in Pennsylvania, North Carolina, and Texas before settling in Los Angeles.

**Pamela H. Harmell, Ph.D.**

Lecturer, Psychology

B.A., *University of California, Los Angeles*;  
M.A., Ph.D., *California School of Professional Psychology*.

Dr. Harmell has been in private practice as a clinical psychologist since 1989. She has completed one year of law school and is the 2004-5 chair of the California Psychological Association Ethics Committee. Dr. Harmell regularly publishes columns in the *Los Angeles Psychologist* and lectures and consults statewide on legal and ethical considerations in clinical practice. In 1999, the California governor appointed Dr. Harmell to the California Board of Psychology, where she served as a member until 2003.

**Shelly Prillerman Harrell, Ph.D.**

Professor of Psychology

B.A., *Harvard University*;  
M.A., Ph.D., *University of California, Los Angeles*.

Dr. Harrell is a licensed clinical psychologist with areas of specialization in multicultural and community psychology, racism-related stress, couples and relationship issues, the application of ecological/contextual paradigms in psychology, multicultural competence, and African American mental health issues. Dr. Harrell has served as editor of *The Community Psychologist* and is currently on the editorial board of the *American Journal of Community Psychology*. She has been a diversity consultant and trainer for more than decade. Dr. Harrell has received awards from the Society for Community Research and Action (APA Division 27), the Society for the Psychological Study of Ethnic Minority Issues (APA Division 45), and the Los Angeles County Psychological Association. Dr. Harrell teaches several research courses and serves as dissertation coordinator in the Psy.D. program and teaches cross-cultural counseling and group therapy in the master's program. In addition, she maintains a small psychotherapy practice, where she specializes in work with couples, women of color, and cultural issues.





**Joanne Hedgespeth, Ph.D.**

Professor of Psychology

*B.A., Covenant College;*

*M.A., Ph.D., Rosemead School of Psychology.*

Dr. Hedgespeth is a licensed clinical psychologist and serves as a commissioner for the Board of Psychology in California. Prior to teaching at Pepperdine, she served as a psychologist in the United States Air Force. Dr. Hedgespeth has completed a postdoctoral fellowship in child clinical psychology at the Reiss-Davis Child Study Center. She recently completed psychoanalytic training at the Psychoanalytic Center of California and obtained a certificate in psychoanalysis.



**Susan Himelstein, Ph.D.**

Lecturer, Psychology

*B.S., Miami University;*

*M.A., Ph.D., University of California, Los Angeles.*

Dr. Himelstein is a licensed psychologist and holds the Pupil Personnel Services Credential. She has worked as an elementary school counselor and school psychologist. Previous clinical affiliations include the Reiss-Davis Child Study Center, the Marion Davies Children's Center in the UCLA Department of Pediatrics, and the UCLA Neuropsychiatric Hospital. Dr. Himelstein began teaching cognitive and personality assessment courses at Pepperdine as an adjunct professor in 1989. She also maintains a private practice specializing in psycho-diagnostic assessment of learning, emotional, and behavioral disorders as well as psycho-therapy with children, adolescents, and adults.

**Robert Hohenstein, Ph.D.**

Clinical Faculty, Psychology

*B.A., M.S., California State University, Fullerton;  
Ph.D., American Commonwealth University.*

Dr. Hohenstein has been affiliated with Pepperdine since 1993. He has taught theories of personality, theories of counseling and psychotherapy, family systems, group therapy, clinical management of psychopathology, and clinical practicum. In addition, as director of student counseling programs in more than 20 schools in Los Angeles and Orange Counties, Dr. Hohenstein supervises interns in Pepperdine's graduate programs in psychology. He holds licenses as a psychologist and marriage and family therapist and maintains a private practice specializing in clinical psychology. Dr. Hohenstein has more than 25 years of experience in clinical, educational, and organizational settings.

**Barbara Ingram, Ph.D.**

Professor of Psychology

*A.B., Cornell University;  
M.Ed., Boston College;  
M.A., Ph.D., University of Southern California.*

Dr. Ingram has been on the psychology faculty for more than 25 years. Prior to receiving her Ph.D. in clinical psychology and her license as a psychologist, she served in the National Teachers Corps, earning her M.Ed. in urban education. She teaches courses in individual and group therapy in the master's program and emphasizes the development of self-awareness and therapeutic skills through experiential activities. She has recently completed a book that teaches clinical case formulation skills to students who are entering a field placement for the first time. She has published articles in the areas of behavior therapy, managed care, and Judaism. Her current research interest involves the application of grounded theory methodology to the exploration of clinical problems.



**Martine A. Jago, Ph.D.**

Associate Professor of Education

*B.A., M.A., University of Oxford;  
P.G.C.E., University of Cambridge;  
Ph.D., University of Kent.*

Dr. Jago was awarded a three-year full-time research scholarship for her doctoral study which explored the impact of policy on practice in terms of social change and curriculum innovation, and a two-year grant from the European Union for the training and mobility of young researchers. As a Research Fellow, she participated in an international study of early literacy education in England, France, Australia, and Singapore, and developed language awareness education projects with colleagues from the University of Cambridge and teachers in Germany and The Netherlands. Until 1995, she was the vice principal of a public elementary school in England. She has been a high school teacher of foreign languages in Germany and California, and an Assistant Professor in education at Canterbury Christ Church University and the University of Alaska. In 2001, she was appointed a Fellow of the Royal Society for Arts, Manufactures, and Commerce in London for her contribution to language education.

**Carolyn Keatinge, Ph.D.**

Lecturer

*B.A., Mod. Trinity College Dublin;  
M.A., Trinity College Dublin;  
M.A., Ph.D., University of Illinois at Chicago.*

Dr. Keatinge is a licensed psychologist whose primary interests are in teaching and psychological assessment. She has worked extensively in the field of forensic psychology and has collaborated for many years with non-profits providing services for the chronically ill. She has served on the Orange County panel of expert witnesses and been a psychology examiner for the California Board of Psychology. She has published papers on schizophrenia, community mental health and a psychological assessment textbook. She is currently completing an integrated psychopathology textbook. Her research interests are in psychological assessment, forensic psychology, and programs providing access to educational opportunities for under serviced adolescents.



**Doug Leigh, Ph.D.**

Associate Professor of Education

B.A., M.S., Ph.D., *Florida State University.*

Dr. Leigh earned his Ph.D. in instructional systems from Florida State University's Department of Educational Research. His ongoing research, publication, and lecture interests focus on needs assessment, evaluation, change creation, and related topics. He is co-author of *Strategic Planning for Success: Aligning People, Performance and Payoffs* (Jossey-Bass, 2003) and *Useful Educational Results: Defining, Prioritizing, and Accomplishing* (Proactive Publishing, 2001). Dr. Leigh is two-time chair of the American Evaluation Association's Needs Assessment Topic Interest Group and currently serves as editor-in-chief of the International Society for Performance Improvement's monthly professional journal, *Performance Improvement*.

**David A. Levy, Ph.D.**

Professor of Psychology

B.A., *University of California, Los Angeles;*

M.A., *Pepperdine University;*

M.A., Ph.D., *University of California, Los Angeles.*

Dr. Levy has extensive experience as a teacher, therapist, and researcher. He earned his doctorate in social psychology and has served as a visiting professor of psychology at Leningrad State University. He holds licenses both in psychology and in marriage and family therapy and is actively involved in clinical practice and supervision. Dr. Levy's numerous theoretical and empirical research studies have been published in scientific journals and presented at professional conferences. His areas of research and teaching include social cognition, interpersonal influence, media psychology, and the improvement of critical thinking skills.





**Dennis W. Lowe, Ph.D.**

Professor of Psychology and  
Young Family Life Chair

*B.A., M.A., Pepperdine University;*

*Ph.D., Florida State University.*

Dr. Dennis Lowe is a licensed psychologist and a marriage and family therapist. He teaches in the areas of psychopathology and marriage and family therapy. He specializes in psycho-educational approaches to equip families in professional, church, and community settings with a particular emphasis on marriage. He also trains others as marriage and family educators. Dr. Lowe was the founding director of the Center for the Family and holds the M. Norvel and Helen Young Chair in Family Life at Pepperdine.



**Farzin Madjidi, Ed.D.**

Professor of Education

*B.S., M.S., California State University Northridge;*

*M.B.A., Ed.D., Pepperdine University.*

Dr. Madjidi has held management positions with the city of Los Angeles and Matrix Capital Associates, Inc., and has been a consultant to such organizations as AT&T, Federal Express, SWRL, and Psychometrics, Inc. He has won outstanding teaching awards from the University of Phoenix as well as Pepperdine University's Graduate School of Education and Psychology and Graziadio School of Business and Management. He has published several articles in the areas of organizational effectiveness in the nonprofit and public sectors and learning in virtual environments. Dr. Madjidi presently serves as the director of the doctoral program in Organizational Leadership.

**Tomas Martinez, Ph.D.**

Professor of Psychology, Seaver College

*B.A., California State University, Long Beach; M.A.,  
Ph.D., University of Michigan.*

Dr. Martinez is a full time faculty member of Seaver College who also teaches at the Graduate School of Education and Psychology. He is a community psychologist who specializes in mental health systems research, cross-cultural psychology, and family violence. At Pepperdine, he teaches cross-cultural psychology and clinical practicum. Dr. Martinez's research interests include the fields of child and spousal abuse, cross-cultural mental health treatment, and high-risk youth and family intervention. He is a consulting psychologist to a mental health agency in the San Fernando Valley.

**John F. McManus, Ph.D.**

Professor of Education

*A.B., Holy Cross College;  
M.A., Clark University;  
Ph.D., University of Connecticut.*

Dr. McManus is a cofounder of the Ed.D. program in Educational Technology and served four years as program director. A coauthor of several texts on computer applications, he has served as director of computer services for Pepperdine University and as associate dean of education and interim dean at the Graduate School of Education and Psychology. He teaches courses in technology management, research, and statistics.





**Cary L. Mitchell, Ph.D.**

Professor of Psychology

*B.A., Pepperdine University;*

*M.A., Ph.D., University of Kentucky.*

Dr. Mitchell's graduate degrees are in clinical psychology. He directs the master's program in clinical psychology at the Malibu campus. His teaching and research interests include personality assessment, professional issues, and values in psychotherapy. From 1995 to 2002, he served as the associate dean of the Psychology Division. He is principal investigator on a grant that has been used to create a mental health training clinic at the Union Rescue Mission in Los Angeles. A licensed psychologist, Dr. Mitchell consults in the area of pre-employment psychological evaluation



**Linda G. Polin, Ph.D.**

Professor of Education and Davidson Endowed Professor

*B.A., University of California, Santa Barbara; M.A.,*

*Ph.D., University of California, Los Angeles.*

Dr. Polin received her doctorate in educational psychology, specializing in learning and instruction. She is the program director of the Ed.D. in Educational Technology program and leads the master's and doctoral courses in learning, technology, design, and, occasionally, research methods. Dr. Polin consults with school districts and software developers, has written columns on technology for teacher journals, and has developed school software packages. Her current interests focus on knowledge creation and knowledge sharing in online or distributed learning communities.

**Linda K. Purrington, Ed.D.**

Lecturer, Education

*B.A., M.A., California State University, Fullerton;  
Ed.D., Pepperdine University.*

Dr. Purrington presently serves as the director for the Educational Leadership Academy (ELA). She teaches courses including vision development, personal and organizational leadership, instructional leadership, transforming organizations, second language acquisition methods, and cultural proficiency in the ELA and ELAP programs. In the past, she has also taught math methods, supervised teacher education and administrative fieldwork, and served as the director for the MAETC program. Dr. Purrington's research interests focus on educational leadership, cultural proficiency, personal and organizational change, and second language acquisition. Prior to joining the faculty at Pepperdine, Dr. Purrington worked for 21 years in K–12 education as a bilingual/cross-cultural classroom teacher, an elementary principal, and a district office coordinator of categorical programs and grant writing.

**Kent Rhodes, Ed.D.**

Visiting Professor, Education

*B.A., Lubbock Christian University;  
M.A., Texas Tech University; Ed.D., Pepperdine University.*

Dr. Rhodes teaches courses in organizational behavior and ethics. He is the ombudsman for the Graduate School of Education and Psychology; and he maintains a consulting practice, coaching executive teams through merger and acquisition integration strategies. Rhodes founded and served as chief executive officer of OnCourse Network, Inc., an Internet distance education company. He holds membership in the American Management Association and the Industrial/Organizational Psychology Division with the American Psychological Association, Academy of Management, and the United States Ombudsman Association. Rhodes' research interests include how concepts of mercy and justice are enacted within values-based organizations, ethical leadership, interaction of systems and culture on individual values and faith formation, and mergers and acquisitions integrations as ethical strategies.



**Elizabeth C. Orozco Reilly, Ed. D.**

Associate Professor, Education

*B.A., M.A., University of the Pacific;  
Ed.D., University of San Francisco.*

Prior to coming to Pepperdine, Dr. Reilly served as Academic Coordinator for the Joint Doctoral Program in Leadership for Educational Equity in the Graduate School of Education at University of California, Berkeley, where she was responsible for establishing a collaborative doctoral program for four universities. She has taught at San Francisco State University, California State University, Hayward, and Dominican University of California. Dr. Reilly serves as Editor for the *Journal of Educational Administration* and as a member of the Board of Directors for the California Association of Professors of Educational Leadership. A former K-12 classroom teacher and school administrator, she presents nationally and internationally on a variety of educational topics. Her research interests focus on organizational theory and change and comparative educational policies and practices. Dr. Reilly is the co-author of several books on teaching, learning, and assessment.

**Margaret Riel, Ph.D.**

Visiting Faculty, Education

*B.A., University of California, San Diego;  
M.A., University of Chicago;  
Ph.D., University of California, Irvine.*

Dr. Riel, a noted expert on educational technology, is best known for her research and development of collaborative learning models and communities of practice. She has studied interactive learning environments with a focus on collaborative learning facilitated, but not controlled, by technology. The result of her work is the development of models of network learning, specifically “cross-classroom collaboration” and “electronic travel” designs, with the goal of creating contexts for teacher as well as student learning. Dr. Riel is also part of a research team analyzing data from the “Teaching, Learning, and Computing, 1998 National Survey.” She is the co-author of *The Beliefs, Practices, and Computer Use of Teacher Leaders*.

**Daryl Rowe, Ph.D.**

Professor of Psychology

*B.A., Hampton Institute;*

*M.A., Ph.D., Ohio State University.*

Dr. Rowe has held faculty positions at the Union Institute in Cincinnati, Ohio; California State University, Long Beach; and the University of California, Irvine. His research and teaching interests include both cross cultural and culturally-specific mental health issues. In addition to alcohol and other substance abuse prevention and treatment theories and techniques of counseling, psychotherapy, and clinical supervision, he conducts research, consults, trains, and publishes on psychological issues affecting African Americans. He holds a national position in the Association of Black Psychologists and sits on the board of several community agencies. Dr. Rowe is a licensed psychologist with a private practice emphasizing couples and marital therapy in the Los Angeles area.

**June Schmieder-Ramirez, Ph.D.**

Professor of Education

*B.A., San Jose State University;*

*M.B.A., St. Mary's College;*

*M.A., Ph.D., Stanford University.*

Dr. Schmieder-Ramirez has extensive experience in education and business consulting, including serving as school business manager, associate superintendent for business services, and superintendent of schools. In addition, she has taught at California State University in Fullerton and California State University in San Bernardino. She is also co-author of several texts on law, finance, and personnel. She teaches courses in legal and socio-political theory. Her research interests include cyber-law and e-commerce. She founded the "Hermanas Escuelas" program which provides computers to indigenous Mexican youth as well as students in Los Angeles and Riverside County.



**Jack Scott, Ph.D.**

Distinguished Professor of Higher Education

*B.A., Abilene Christian University;*

*M.Div., Yale University;*

*M.A., Ph.D., Claremont Graduate School.*

Prior to his time as president of Pasadena City College, Dr. Scott served as president of Cypress College and earlier served as dean of instruction at Orange Coast College. In addition, he was a faculty member and administrator at Pepperdine University for ten years. Dr. Scott has served as chair of the Accreditation Commission of the Western Association of Schools and Colleges as well as president of the Association of California Community College Administrators. In 1996, Dr. Scott was elected to the California State Assembly; and in 2000, he was elected to the California State Senate, where he currently serves as a senator.

**Edward P. Shafranske, Ph.D., ABPP**

Professor of Psychology

*B.A., Immaculate Heart College;*

*M.A., Ph.D., United States International University;*

*Ph.D., Southern California Psychoanalytic Institute.*

Dr. Shafranske is a psychologist/psychoanalyst with experience in private practice, community mental health, and university/school settings. His primary interests are in clinical and applied psychoanalysis, clinical supervision, and the psychology of religion. He is a fellow of APA, member of the American and International Psychoanalytic Associations, past president of APA Division 36, and past chair of the CPA Division of Education and Training. He served as editor of *Religion and the Clinical Practice of Psychology*, *Spiritually Oriented Psychotherapy*, associate editor of the *Encyclopedia of Psychology*, and is co-author of *Clinical Supervision: A Competency-based Approach*. In 1997, he was named a Luckman Distinguished Teaching Fellow.



**Thomas E. Skewes-Cox, Ph.D.**

Visiting Faculty, Education

*B.A., University of California, Berkeley;*  
*M.S., University of Southern California;*  
*Ph.D., University of California, Los Angeles.*

Dr. Skewes-Cox currently teaches the Introduction to Research and Assessment course for the education master's degree. He taught for seven years as a high school mathematics teacher in a variety of schools in Southern California as well as overseas at the Munich International School. He currently serves as director of the Institutional Research and Policy Studies for the UCLA School of Law. He previously served as the assistant director, Analytic Studies, UCLA Office of Undergraduate Admission and Relations with Schools. His teaching interests include testing and assessment, research methods, and high school mathematics instruction.

**Paul R. Sparks, Ph.D.**

Associate Professor, Education

*B.S., Brigham Young University;*  
*M.S., California State University, Los Angeles;*  
*Ph.D., University of Southern California.*

Dr. Sparks leads technology courses in the doctoral and master's programs at Pepperdine. Previously, he was director of training at Epoch Internet where he developed its curriculum. Dr. Sparks was also an educational technologist and information systems specialist for Rockwell International. He was previously a high school and adult education instructor in the Whittier Union High School District.



**Ronald D. Stephens, Ed.D.**

Professor of Education

*B.S., M.B.A., Pepperdine University;  
Ed.D., University of Southern California.*

Dr. Stephens serves as chair in School Safety for the Graduate School of Education and Psychology. For the past 16 years, he has served as executive director for the National School Safety Center. He is a consultant and frequent speaker to education organizations and school districts worldwide. His past experience includes service as a teacher, school administrator, and school board member. Dr. Stephens has taught courses in business management and organization and educational administration. He is the executive editor of *School Safety*, America's leading school crime prevention news journal.

**Amy R. Tuttle, Ph.D., LMFT**

Assistant Professor of Psychology

*Ph.D., Loma Linda University; M.S., California State University, Fresno; B.A., California State University, Fresno*

Dr. Tuttle is a licensed marriage and family therapist. She is an AAMFT Approved Supervisor candidate and serves as secretary for the California Division of the American Association for Marriage and Family Therapists board. Her clinical and research interests include multicultural and diversity issues, postmodern and contemporary family therapy theories, intergenerational experiences of race-related trauma, family and play therapy, and working with disadvantaged, multistressed populations. Dr. Tuttle maintains a clinical practice serving disadvantaged youth and their families (i.e., families involved in Child Protective Services, juvenile justice departments), and she is a consultant to a family-focused, delinquency prevention and intervention program in San Diego County. She co-authored *Theory Based Treatment Planning for Marriage and Family Therapists* (2003) and published research in *Family Process* on collaborative and relational therapies.

**Duncan Wigg, Ph.D.**

Clinical Faculty and Clinic Director,  
Irvine Community Counseling Center

*B.A., California State University, Sonoma*

*M.A., Ph.D., California School of Professional Psychology*

Dr. Wigg has been affiliated with GSEP, Psychology Division since 1987. In addition to his duties as director of Community Counseling Center at the Irvine Graduate Campus he is also director of the Masters Program in Clinical Psychology, Evening Format Program. As both a licensed clinical psychologist and a licensed marriage and family therapist, Dr. Wigg's professional interests focus on the training and supervision of students in preparation for careers as clinical practitioners. He is particularly interested in contemporary clinical and theoretical issues in family therapy to include solution-focused and narrative therapies.

**Stephanie M. Woo, Ph.D.**

Associate Professor of Psychology

*B.A., M.A., Ph.D., University of California, Los Angeles.*

Dr. Woo completed a postdoctoral fellowship at the UCLA Neuropsychiatric Institute in psychological assessment. Dr. Woo teaches courses on psychopathology, psychological assessment, and behavioral interventions. Her research interests include psychological assessment, cognitive behavioral interventions, and family environmental factors that can affect the course of schizophrenia and bipolar disorder. Dr. Woo recently co-authored a comprehensive textbook on the diagnosis and treatment of mental disorders across the lifespan. She has served as a consultant to the RAND corporation and supervises psychology interns and fellows in psychological assessment at the UCLA Semel Institute. Dr. Woo is currently the director of the daytime format M.A. in Clinical Psychology with an Emphasis in Marriage and Family Therapy program (Malibu campus).



## Faculty Emeriti

**Arthur L. Adams, Ed.D.** ..... Emeritus Professor of Education  
B.F.A., M.S., University of Southern California;  
Ed.D., Brigham Young University.

**John Chandler, Ed.D.** ..... Emeritus Professor of Education  
B.A., University of San Francisco;  
M.A., San Jose State University; Ed.D., Stanford University.

**O. Jennings Davis, Ed.D.** ..... Emeritus Professor of Education and Psychology  
B.S., David Lipscomb University;  
M.A., Ohio State University;  
M.A., Pepperdine University;  
Ed.D., Teachers College, Columbia University.

**David N. Elkins, Ph.D.** ..... Emeritus Professor of Psychology  
B.A., Harding University;  
M.S., University of Bridgeport;  
Ph.D., U.S. International University.

**Robert Gelhart, Ed.D.** ..... Emeritus Professor of Psychology  
B.A., M.Ed., Central Washington State University;  
Ed.D., University of Southern California.

**L. James Hedstrom, Ph.D.** ..... Emeritus Professor of Psychology  
B.A., M.A., Pepperdine University;  
Ph.D., University of California, Los Angeles.

**Diana Hiatt-Michael, Ed.D.** ..... Emeritus Professor of Education  
B.S., University of Wisconsin;  
M.S., University of Connecticut;  
Ed.D., University of California, Los Angeles

**Clarence Hibbs, Ph.D.** ..... Emeritus Professor of Psychology  
B.A., M.Div., Abilene Christian University;  
M.A., Ph.D., University of Iowa.

**H. Woodrow Hughes, Ph.D.** ..... Emeritus Professor of Education  
B.A., Whitworth College;  
M.A. Seattle University;  
Ph.D., University of Oregon.

**Ruth N. Johnson, Ed.D.** ..... Emerita Professor of Education  
B.S., M.S., Colorado State University;  
Ph.D., University of California, Davis.

**Thomas O. Lawson, Ed.D.** ..... Emeritus Professor of Education  
B.S., M.Ed., University of Southern California;  
Ed.D., University of California, Los Angeles.

**Patricia Lucas, M.A.**..... Emerita Professor of Education  
B.S., M.A., University of California, Los Angeles.

**Richard MacNair, Ed.D.**..... Emeritus Professor of Education  
B.A., University of California, Santa Barbara;  
Ed.D., University of California, Berkeley.

**Chester H. McCall, Jr., Ph.D.**..... Emeritus Professor of Education  
B.A., M.A., Ph.D., The George Washington University

**Frances W. Neely, Ph.D.**..... Emerita Professor of Psychology  
B.A., Catholic University of America;  
M.A., Ph.D., University of Kansas.

**George H. Norstrand, Ed.D.**..... Emeritus Professor of Education  
B.S., M.Ed., University of California, Los Angeles;  
Ed.D., Brigham Young University.

**Robert C. Paull**..... Emeritus Professor of Education  
B.A., Dickinson College; M.A.T. Duke University;  
Ph.D. University of Southern California

**Michele Stimac, Ed.D.**..... Emerita Professor of Education  
B.A., Webster College;  
M.A., St. Louis University;  
Ed.D., Boston University.





## INDEX

## General Index

|   |        |
|---|--------|
| Academic and Program Counseling Services.....                                   | 42     |
| Academic Calendar .....   | 4      |
| Academic Complaints Originating From Faculty .....                              | 167    |
| Academic Complaints Originating From Students .....                             | 164    |
| Academic Course Load .....  | 56     |
| Academic Credit.....  | 56     |
| Academic Program Standards.....   | 56     |
| Add/Drop Policy.....  | 32, 57 |
| Admission Classification .....  | 24     |
| Admission of International Students .....                                       | 23     |
| Admission of Pepperdine University Graduates.....                               | 23     |
| Admission of Veterans .....   | 23     |
| Admission Requirements and Application Procedures .....                         | 23     |
| Advancement and Alumni .....  | 190    |
| Assistance for Students with Disabilities .....                                 | 42     |
| Athletic Facilities.....  | 43     |
| Attendance.....   | 57     |
| Board of Regents .....  | 182    |
| Bookstore Services .....  | 43     |
| California Professional Clear Administrative (Tier II) Services Credential..... | 99     |
| Campus Locations and Maps .....   | 15     |
| Campus Security Act.....  | 158    |
| Career Services.....  | 43     |
| Center for the Family .....   | 14     |
| Code of Ethics .....  | 175    |
| Colleagues .....  | 50     |
| Colleges and Schools of the University .....                                    | 10     |
| Combined Master of Arts in Education and Teaching Credential.....               | 79     |
| Community Counseling Clinics .....  | 42     |
| Computer and Network Responsible Usage Policy.....                              | 160    |
| Computer Services.....  | 44     |
| Conduct.....  | 174    |
| Counseling Clinics.....   | 14     |
| Counseling Services .....   | 42     |



|   |     |
|---|-----|
| Credit/No Credit (CR/NC).....   | 58  |
| Credit Transfers.....   | 58  |
| Cross-Registration.....   | 58  |
| Dean's Message.....   | 7   |
| Degree Posting.....   | 61  |
| Disclosure of Student Records.....  | 163 |
| Dissertation Support.....   | 44  |
| Doctor of Education.....  | 97  |
| Doctor of Education in Educational Leadership,<br>Administration, and Policy..... | 100 |
| Doctor of Education in Educational Technology.....                                | 106 |
| Doctor of Education in Organizational Leadership.....                             | 118 |
| Doctor of Education in Organization Change.....                                   | 112 |
| Doctor of Psychology.....   | 141 |
| Encino Graduate Campus.....   | 18  |
| Faculty Emeriti.....  | 220 |
| Financial Aid.....  | 33  |
| Financial Information.....  | 27  |
| Financial Policies.....   | 30  |
| Food Services.....  | 44  |
| Grade Changes.....  | 61  |
| Grade Point System.....   | 61  |
| Graduate Campuses.....  | 14  |
| Graduate School of Education and Psychology Administration and Faculty..          | 192 |
| Graduate School of Education and Psychology Administration and Staff ...          | 187 |
| Graduate School of Education and psychology General information.....              | 12  |
| Graduation.....   | 62  |
| Health Insurance.....   | 44  |
| Health Risks.....   | 171 |
| History and Mission of the Graduate School of Education and Psychology ..         | 12  |
| History of the University.....  | 10  |
| Housing Assistance.....   | 45  |
| Information for Veterans.....   | 178 |
| Information Technology.....   | 45  |
| International Student Services.....   | 45  |

|  |          |
|--|----------|
| Irvine Graduate Campus .....   | 17       |
| Leave of Absence .....   | 62       |
| Legal Notices .....  | 157      |
| Legal Sanctions .....  | 172      |
| Library Services .....   | 45       |
| Life Regents .....   | 184      |
| Master of Arts in Clinical Psychology with an Emphasis in<br>Marriage and Family Therapy ..... | 129, 134 |
| Master of Arts in Educational Technology (Online) .....  | 89       |
| Master of Arts in Psychology .....   | 124      |
| Master of Science in Administration .....  | 93       |
| Multiple Subject Credential .....  | 80       |
| New Student Orientation .....  | 46       |
| Nonacademic Student Grievance Procedure .....  | 169      |
| Nondiscrimination Policy .....   | 158      |
| Office of Graduate Campuses Staff .....  | 190      |
| On-site Assistance .....   | 46       |
| Parking .....  | 46       |
| Payment Policies and Options .....   | 30       |
| Pepperdine University (Malibu Campus) and Drescher Graduate Campus ..                          | 16       |
| Pre-Admission Course Work .....  | 62       |
| Preliminary Administrative Services Credential (Tier I) .....                                  | 93       |
| President's Message .....  | 6        |
| Professional Clear Administrative (Tier II) Services Credential .....                          | 99       |
| Program Continuation .....   | 62       |
| Program Time Limits .....  | 62       |
| Psi Chi .....  | 51       |
| Readmission .....  | 22       |
| Refund Policies .....  | 33       |
| Registration .....   | 47, 63   |
| Regulations Concerning a Second Master's Degree .....  | 63       |
| Right to File a Complaint .....  | 164      |
| Security Interest in Student Records .....   | 34       |
| Sexual Harassment Policy .....   | 173      |
| Single Subject Credential .....  | 80       |

---

|   |     |
|---|-----|
| Smoking Policy .....  | 172 |
| Statistics and Methodology Support .....                          | 47  |
| Student Appeals .....   | 63  |
| Student Health Center .....                                       | 47  |
| Student Health Insurance Policy .....                             | 160 |
| Student Records Policy .....                                      | 163 |
| Teaching Credential Programs .....                                | 79  |
| Tech Central/Computer Store .....                                 | 48  |
| Technology Requirements .....                                     | 90  |
| Third Party Vendor Agreements .....                               | 49  |
| Transcripts of Academic Records .....                             | 63  |
| Transfer of Graduate Credit .....                                 | 25  |
| Transfer Work After Enrollment .....                              | 64  |
| Travel Agency .....   | 49  |
| University Administration .....                                   | 187 |
| University Board .....  | 184 |
| University Phone Directory .....                                  | 228 |
| Veteran Services .....  | 49  |
| Westlake Village Graduate Campus .....                            | 19  |
| West Los Angeles Graduate Campus .....                            | 15  |
| Withdrawal from Classes .....                                     | 64  |
| Withdrawal from Classes Due to Involuntary Military Service ..... | 64  |
| Withdrawal from the University .....                              | 65  |
| Writing Support .....   | 49  |

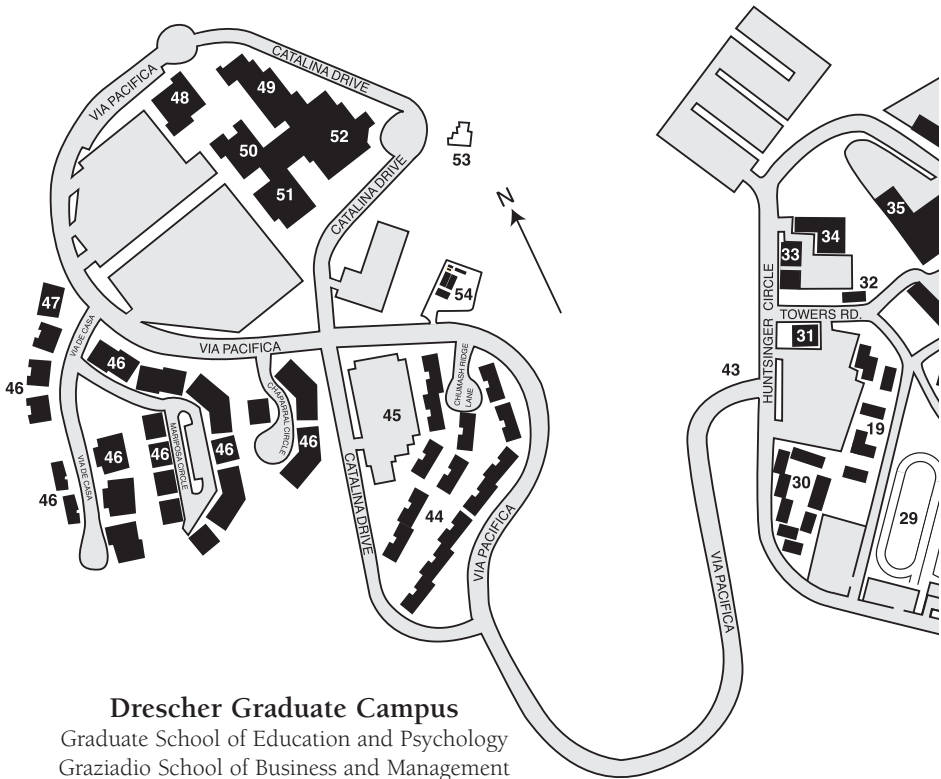
## University Phone Directory

|  |                        |
|--|------------------------|
| <b>West Los Angeles Graduate Campus</b>              | <b>(310 area code)</b> |
| General Information.....                             | 568-5600               |
| Academic Computing.....                              | 568-5687               |
| Admissions.....                                      | 258-2850               |
| Advancement and Alumni Relations.....                | 568-5510               |
| Bookstore.....                                       | 568-5741               |
| Career and Professional Development, Education.....  | 568-5634               |
| Career and Professional Development, Psychology..... | 568-2324               |
| Financial Aid.....                                   | 568-5775               |
| Housing Services.....                                | 568-5769               |
| Library (Circulation).....                           | 568-5685               |
| Library (Reference).....                             | 568-5670               |
| Psychological and Educational Clinic.....            | 568-5752               |
| Registration and Room Scheduling.....                | 568-2328               |
| <b>Malibu Campus</b>                                 | <b>(310 area code)</b> |
| General Information.....                             | 506-4000               |
| Computer Store.....                                  | 506-4811               |
| Equal Opportunity Office.....                        | 506-4208               |
| Health Insurance.....                                | 506-4316               |
| International Student Services.....                  | 506-4246               |
| Library.....   | 506-4786               |
| Registrar.....                                       | 506-7999               |
| Student Accounts.....                                | 506-8000               |
| <b>Drescher Graduate Campus (Malibu)</b>             | <b>(310 area code)</b> |
| General Information.....                             | 506-4000               |
| Bookstore.....                                       | 506-8569               |
| Library.....   | 506-8566               |

---

|  |                        |
|--|------------------------|
| <b>Irvine Graduate Campus</b>                        | <b>(949 area code)</b> |
| General Information.....                             | 223-2500               |
| Academic Computing.....                              | 223-2510               |
| Bookstore.....                                       | 223-2552               |
| Career and Professional Development, Psychology..... | 223-2580               |
| Community Counseling Center.....                     | 223-2570               |
| Library.....   | 223-2520               |
| <b>Encino Graduate Campus</b>                        | <b>(818 area code)</b> |
| General Information.....                             | 501-1600               |
| Academic Computing.....                              | 501-1614               |
| Community Counseling Center.....                     | 501-1678               |
| Library.....   | 501-1615               |
| <b>Westlake Village Graduate Campus</b>              | <b>(805 area code)</b> |
| General Information.....                             | 449-1181               |
| Academic Computing.....                              | 496-8767               |
| Library.....   | 497-9693               |

PEPPERDINE UNIVERSITY

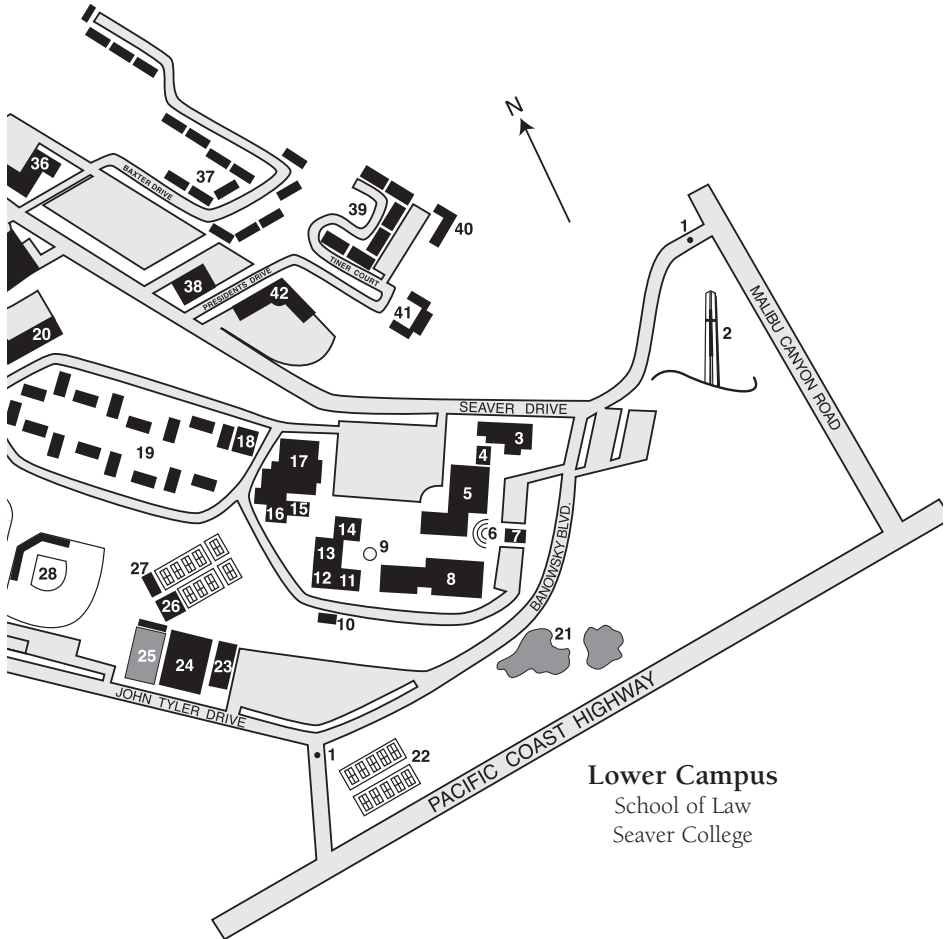


**Drescher Graduate Campus**

Graduate School of Education and Psychology  
 Graziadio School of Business and Management  
 School of Public Policy

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Information Booth</li> <li>2. Phillips Theme Tower</li> <li>3. Charles B. Thornton Administrative Center</li> <li>4. Pendleton Computer Center</li> <li>5. Huntsinger Academic Center<br/>             Fletcher Jones Foundation Academic Computing Center<br/>             Payson Library<br/>             Pendleton Learning Center</li> <li>6. Amphitheater</li> <li>7. Stauffer Chapel</li> <li>8. Tyler Campus Center<br/>             Beaman Plaza<br/>             Bookstore/Computer Store<br/>             The Oasis<br/>             Rockwell Dining Center<br/>             Sandbar Student Lounge</li> <li>9. Adamson Plaza<br/>             Joslyn Plaza<br/>             Scaife Terrace and Bridge</li> </ol> | <ol style="list-style-type: none"> <li>10. Stauffer Greenhouse</li> <li>11. Rockwell Academic Center</li> <li>12. Keck Science Center</li> <li>13. Appleby American Studies Center</li> <li>14. George Elkins Auditorium</li> <li>15. Frederick R. Weisman Museum of Art</li> <li>16. Cultural Arts Center</li> <li>17. Ahmanson Fine Arts Center<br/>             Lindhurst Theatre<br/>             Music Building<br/>             Raitt Recital Hall<br/>             Smothers Theatre</li> <li>18. Howard A. White Center</li> <li>19. Residence Halls</li> <li>20. Rockwell Towers Residence Hall</li> <li>21. Alumni Park</li> <li>22. Crest Tennis Courts</li> <li>23. Helen Field Heritage Hall</li> <li>24. Firestone Fieldhouse</li> </ol> |
|---|---|

## MALIBU CAMPUS



**Lower Campus**  
 School of Law  
 Seaver College

- |   |  |
|---|--|
| 25. Raleigh Runnels Memorial Pool           | 40. Mallmann House   |
| 26. Ralphs-Straus Tennis Center             | 41. Brock House  |
| 27. Harilela International Tennis Stadium   | 42. Center for Communication and Business<br>Public Safety |
| 28. Eddy D. Field Baseball Stadium          | 43. Entrance to Drescher Graduate Campus                   |
| 29. Stotsen Track<br>Tari Frahm Rokus Field | 44. Student Residential Complex                            |
| 30. Lovernich Residential Complex           | 45. Parking Structure                                      |
| 31. Student Health Center                   | 46. Faculty/Staff Homes                                    |
| 32. Student Counseling and Testing Center   | 47. Facilities Structure                                   |
| 33. Sculpture Studio                        | 48. Center for Graduate Education and Psychology           |
| 34. Facilities Management and Planning      | 49. Beckman Management Center                              |
| 35. Odell McConnell Law Center              | 50. Braun Center for Public Policy                         |
| 36. George C. Page Residential Complex      | 51. Learning Center  |
| 37. Faculty/Staff Homes                     | 52. George L. Graziadio Executive Center                   |
| 38. Academic Complex                        | 53. Heroes Garden  |
| 39. Faculty/Staff Homes                     | 54. Construction and Campus Planning                       |

