

PEPPERDINE UNIVERSITY  
Graduate School of Education and Psychology

Application for Admission

INSPIRATION  
*for change*



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## GENERAL APPLICATION INFORMATION

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

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

### **INTERNATIONAL STUDENTS:**

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

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

## FINANCIAL AID APPLICATION INFORMATION

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

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

### How to Apply:

1. Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](https://fafsa.ed.gov). After the FAFSA has been processed, the Financial Aid Office will send you an Award Notification Letter to notify you of the amounts and types of aid for which you are eligible.

In some cases we may request additional information from you in order to process your financial aid (for example, tax return, verification of citizenship, etc.). Please respond to these requests as soon as possible in order to avoid further delays in processing your aid.

2. **FIRST-TIME LOAN BORROWERS AT GSEP:** Complete the student loan entrance counseling requirement and a Master Promissory Note online at [gsep.pepperdine.edu/financialaid](https://gsep.pepperdine.edu/financialaid). We cannot process your student loan(s) until you have completed student loan counseling and a Master Promissory Note. You will receive information about completing the Master Promissory Note after you are awarded financial aid.

#### PLEASE NOTE

Current information and all forms necessary to apply for financial aid are available at:  
**[gsep.pepperdine.edu/financialaid](https://gsep.pepperdine.edu/financialaid)**

## FINANCIAL AID CHECKLIST

Please make sure you have completed the following:

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

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

### **SUBMIT FINANCIAL AID APPLICATION MATERIALS TO:**

Pepperdine University  
 Graduate School of Education and Psychology  
 Financial Aid Office  
 6100 Center Drive, 5th Floor  
 Los Angeles, CA 90045-1590  
 Phone: (310) 568-5775  
 Fax: (310) 568-2399  
 E-mail: [gsepfaid@pepperdine.edu](mailto:gsepfaid@pepperdine.edu)

## APPLICATION PROCEDURES

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

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

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

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

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

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

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

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

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

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

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



# APPLICATION FOR ADMISSION

**PLEASE PRINT OR TYPE**

SOCIAL SECURITY NO.				LAST NAME				FIRST NAME, MIDDLE NAME			
HOME ADDRESS: NUMBER, STREET						APT. NUMBER		TELEPHONE NUMBER (    )    )			
HOME ADDRESS: CITY				STATE		ZIP CODE		COUNTRY (if not USA)			
DATE OF BIRTH (month, day, year)		TITLE <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		GENDER <input type="checkbox"/> M <input type="checkbox"/> F		MARITAL STATUS <input type="checkbox"/> Married <input type="checkbox"/> Single		E-MAIL ADDRESS			

PREVIOUS NAME UNDER WHICH RECORDS MAY BE FILED (if applicable)				TERM FOR WHICH YOU ARE APPLYING Year: <input type="checkbox"/> Fall (Sept) <input type="checkbox"/> Spring (Jan) <input type="checkbox"/> Summer (May)				LOCATION FOR WHICH YOU ARE APPLYING <input type="checkbox"/> West Los Angeles <input type="checkbox"/> Irvine <input type="checkbox"/> Global Access <input type="checkbox"/> Westlake Village <input type="checkbox"/> Encino <input type="checkbox"/> Malibu			
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<i>Enter the appropriate code letters or numbers per the Code Key, page 8</i>	PROGRAM		IF APPLICABLE, WHICH SUBJECT DO YOU INTEND TO TEACH?			
	Degree:	Credential (if applicable):				
CITIZENSHIP	RESIDENCY	RELIGION (optional)	ETHNICITY (optional)	VISA	VETERAN	

BIRTHPLACE: CITY		STATE	COUNTRY (if not USA)	COUNTRY OF CITIZENSHIP (if not USA)
EMERGENCY CONTACT – Name			Relationship	Phone No.

Has any college dismissed you or asked you to withdraw? .....  Yes \*  No

Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of no contest in California or in any other state or place? .....  Yes \*  No

\* IF YOU ANSWERED "YES" TO EITHER OF THE PREVIOUS QUESTIONS, PLEASE ATTACH AN EXPLANATION.

LIST COLLEGES ATTENDED (As required by your program)	LOCATION: CITY, STATE	DATES FROM	TO	MAJOR	DEGREE RECEIVED TYPE	MO/YR

INTERNATIONAL STUDENTS ONLY: LIST SECONDARY SCHOOLS ATTENDED	LOCATION: CITY, STATE	DATES FROM	TO	DEGREE RECEIVED	MONTH/YEAR

PRESENT EMPLOYER / SCHOOL NAME		SCHOOL DISTRICT (if applicable)		DATE OF EMPLOYMENT	
EMPLOYMENT SITE ADDRESS		CITY	STATE	ZIP CODE	COUNTRY
POSITION OR JOB TITLE		DIVISION / DEPARTMENT		BUSINESS TELEPHONE NO. (    )    )	

PREVIOUS POSITIONS HELD	ORGANIZATION / EMPLOYER	LOCATION: CITY, STATE	DATES FROM	TO



## WAIVER AND TRANSFER CREDIT PETITION

**Directions:**

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

**POLICIES**

**Waiver:**

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

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

**Education** – Each situation is assessed on an individual basis.

Students beginning the **teaching credential program** in residence.

No waivers or transfer credits will be allowed.

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

Documents needed for waiver petition:

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

**Transfer credit:**

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

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

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

Documents needed for transfer credit petition:

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

**PLEASE PRINT OR TYPE**

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

Name		Daytime Telephone Number	
Mailing address	City	State	Zip code

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

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

**X**

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



## TRANSCRIPT REQUEST

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

To the registrar - Name of Institution:

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

Please attach this form to the transcript and mail to the following address: Office of Admissions, Pepperdine University  
 Graduate School of Education and Psychology  
 6100 Center Drive, 5th Floor  
 Los Angeles, CA 90045-1590

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

Please attach this form to the transcript and mail to the following address: Office of Admissions, Pepperdine University  
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Last Name	Maiden (If applicable)	First	Middle
Street	City	State	Zip Code
I last attended classes during: Term / Year		Social Security No.	
Signature			

Please attach this form to the transcript and mail to the following address: Office of Admissions, Pepperdine University  
 Graduate School of Education and Psychology  
 6100 Center Drive, 5th Floor  
 Los Angeles, CA 90045-1590











## RECOMMENDATION

**ANSWER ALL QUESTIONS AS COMPLETELY AS POSSIBLE. PLEASE PRINT OR TYPE.**

Name of Applicant	Program Code (pg. 8)	Date
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The Family Educational Rights and Privacy Act of 1974 provides permission for a matriculated student to have access to his or her file unless a waiver of that right has been signed. If you wish to waive your right to have access to your file, sign your name in the space provided. If you do not sign, you will be permitted to inspect this reference only if you enroll at the Graduate School of Education and Psychology.

**In the event that I become a student at the Graduate School of Education and Psychology, I hereby waive my right of access to this letter of recommendation.**

Applicant's Signature **X** Date

How long have you known the applicant?

In what capacity?

Compared to individuals you have known at a similar level of development, please evaluate the applicant on each factor listed below:

	Superior Top 2%	Very Good Top 10%	Good Top 25%	Average Mid 50%	Below Average Low 25%	Unable To Judge
Academic Ability						
Creativity						
Written Communication						
Oral Communication						
Clinical Aptitude (applicants for psychology programs only)						
Interpersonal Relations						
Maturity						
Motivation						
Ethics						
Potential to Complete Degree/Credential						
<b>OVERALL RATING</b>						

**Comment on the applicant's potential as an education or psychology professional** *(attach additional pages if necessary).*

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Name	Institution / Employer	Position
Address	City, State, Zip	Telephone Number (      )
Email		

Signature **X** Date

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



## STATEMENT OF RESPONSIBILITY • Teaching Credential

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

- a) I must have completed a baccalaureate or higher degree from a regionally-accredited college or university;
- b) I must maintain a cumulative grade point average of 3.0 in all work completed in the program in order to graduate;
- c) To remain eligible, I must accept full responsibility to maintain the academic program standards as stated in the Pepperdine University Graduate School of Education and Psychology academic catalog;
- d) I must complete the Commission's Certificate of Clearance (COC) application and submit verification of a tuberculosis (TB) test to the Credential Office prior to my first term of classes, or at the very latest, prior to registration for Clinical Experience 1 coursework. .

*I understand that if I hold or have held a Certificate of Clearance (COC), California Teaching Credential, Pre-Intern or Intern Certificate, or Emergency Teacher Permit, I must submit verification of the credential document (expired or current) to the Credential Office in lieu of the COC application.*

- e) I am aware that course work pertaining to the U.S. Constitution is a requirement for a Preliminary Teaching Credential, and that I may satisfy this requirement by passing a Commission-approved college or university exam, or by submitting a transcript which verifies completion of an approved college course.
- f) I further acknowledge that I am required to take the Literacy Theory and Methods for Multiple Subject Candidates and pass the RICA (Reading Instruction Competence Assessment) to be recommended for my first Multiple Subject Teaching Credential. Due to the nature of the content of the RICA examination, I understand that it is strongly recommended that I complete the literacy coursework prior to taking the RICA examination.

**g) I understand the Subject-Matter Competence Policy:**

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

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

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

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

- a. The student must pass the state-approved subject-matter competence examination (CSET) for the specific subject
- OR**
- b. The student must complete a commission-approved subject-matter program at a California college or university and obtain a subject-matter statement letter (verification of completion) from the authorized person in the education department at the university or college.

- h) I understand that test dates such as CBEST and CSET may fall on a weekend class meeting, in which case, release time will not be granted.

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

**i) I understand the Residency Policy:**

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

**For all students:**

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

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

**For multiple-subject teacher candidates only:**

- MATP 660 MS Methods: History/Social Science/VPA (2)
- MATP 662 MS Methods: Science/Math/Technology (3)
- MATP 664 MS Methods: Language Arts (3)

**For single-subject teacher candidates only:**

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

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

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

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

**Statement of Responsibility**

Name \_\_\_\_\_ CWID# \_\_\_\_\_ Telephone number \_\_\_\_\_

Home address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STATEMENT OF RESPONSIBILITY • Administrative Services Credential**

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

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

**For the Preliminary Administrative Services Credential (PASC):**

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

**For the California Clear Administrative Services Credential (CASC):**

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

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

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

## SUPERVISING ADMINISTRATOR'S CONSENT

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

#### APPLICANT: PRINT OR TYPE THE INFORMATION IN THE FOLLOWING SECTION.

Last Name of Applicant	First Name, Middle Initial
School (or Office)	School (or Office) Telephone Number (                    )
School Address	Name of Administrator/Principal
School District (and Number If LAUSD)	

#### TO THE PRINCIPAL:

Application has been made to Pepperdine University's Graduate School of Education and Psychology in the field of educational administration. This program requires the consent of the principal or supervising administrator for the applicant to perform administrative field work.

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

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

#### ASSIGNMENT:

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

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

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

Assignment:

#### TIME AVAILABLE FOR FIELD WORK:

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

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

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

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#### SUPERVISING ADMINISTRATOR'S CONSENT:

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

Comment:

Name of Supervising Administrator <i>(Please Print or Type)</i>	Title
Signature	Date

Please complete this form and return it as soon as possible to Pepperdine University GSEP, Office of Admissions, 6100 Center Drive, Los Angeles, CA 90045-1590. A University field supervisor will be assigned to work with you and the applicant. If you have any questions, please call the program administrator at (310) 568-5600.



## WORK EXPERIENCE AND COMMITMENT

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

**APPLICANT: PRINT OR TYPE THE INFORMATION IN THE FOLLOWING SECTION.**

Last Name of Applicant	First Name, Middle Initial
School (or Office)	Region
Current Assignment	

**In the spaces below, please provide your record of full-time assignments in the K-12 setting. List your most recent experience first. For each assignment, provide a brief description of your responsibilities.**

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

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

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

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

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

\_\_\_\_\_  
Signature Date

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





**RESEARCH EXPERIENCE**

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

- Published or in press in a professional publication:  First author  Co-author  
Please list bibliographic reference(s):

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- Completed unpublished master's thesis
- Presented a paper in a paper session, symposium or poster session at a professional conference: *(please specify)*

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- Research Assistant (*minimum of six months involvement*):
  - Direct contact with participants (*e.g., administration of tests, interviewing*)
  - Data analysis
  - Administrative coordination

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

- Other:

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- No research experience

**LANGUAGE PROFICIENCY**

In addition to English, list the languages in which you are fluent. Indicate whether you are proficient to conduct psychotherapy.

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Signature

Date

**RESEARCH EXPERIENCE • PhD in Global Leadership and Change Only**

PLEASE PRINT OR TYPE

Last Name of Applicant

First Name, Middle Initial

**RESEARCH EXPERIENCE**

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

- Published or in press in a professional publication:  First author  Co-author
- Please list bibliographic reference(s):

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- Completed unpublished master's thesis
- Completed unpublished doctoral thesis
- Presented a paper in a paper session, symposium or poster session at a professional conference: (please specify)

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- Research Assistant (*minimum of six months involvement*):
  - Direct contact with participants (*e.g., administration of tests, interviewing*)
  - Data analysis
  - Administrative coordination
  - Data entry
  - Library research
  - Copying / phoning

- Other:

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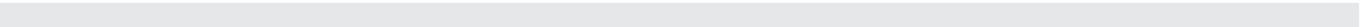
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- No research experience



Signature \_\_\_\_\_ Date \_\_\_\_\_

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