

PEPPERDINE UNIVERSITY

Graduate School of Education and Psychology

Spring 2014

Term Handbook

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INTRODUCTION

For All Students

This Term Handbook is applicable to students registered for courses during the Spring 2014 term. It is a brief summary of policies and procedures outlined in the Graduate School of Education and Psychology (GSEP) Academic Catalog. Students should always consult the 2013 – 2014 GSEP Academic Catalog for additional rules, regulations, and procedures that govern student enrollment at Pepperdine University Graduate School of Education and Psychology. **Please use your Pepperdine e-mail address for all e-mail communications with the University.**

Students register for courses online. Each student is assigned specific dates and a time block for registration, which will be emailed to your Pepperdine University e-mail account. During your time block, courses may be added and/or dropped without penalty. You can make additional changes to your schedule during the add/drop period. If for any reason you are registered for classes after the add/drop period has ended, you will be assessed a **late registration fee of \$150.**

- The maximum unit load for **PSYCHOLOGY** graduate students is **10** units. Students who wish to exceed the maximum should put their request in writing to obtain approval from the Education or Psychology academic advisor before registration.
- Requests for Independent Study should be submitted to the Education or Psychology academic advisor prior to the start of the term.

PsyD Program

Cheryl.Saunders@pepperdine.edu

MA Psychology Programs (Irvine campus & West LA campus, last name A – M)

Tinnie.Taylor@pepperdine.edu

MA Psychology Programs (Encino campus & West LA campus, last name N – Z)

Bernadette.Rivera@pepperdine.edu

MA Psychology Programs (daytime format)

Andrea.Lipnicki@pepperdine.edu

K-12 Education Programs

Alicia.Standifer@pepperdine.edu

Education Programs in Leadership and Technology

Jolene.Martin@pepperdine.edu

- After you register for courses, you are OFFICIALLY ENROLLED AND COMMITTED TO ATTEND CLASS(ES). Billing due date reminders and account activity notifications will be emailed to students each month.
- Financial arrangements for Spring 2014 must be made by **January 11, 2014**. Students who withdraw after initial registration and throughout the add/drop period will be assessed a **\$150 withdrawal fee**. Students who withdraw after the add/drop period has ended will be subject to the tuition refund schedule.
- After you have registered, **please confirm your schedule of classes in the WaveNet Student Center** before the beginning of the term. Follow steps on page F under “To View Class Schedule and Find Classes” heading.

Be sure to follow GSEP on FaceBook at <https://www.facebook.com/PepperdineUniversityGSEP>

ACADEMIC CALENDAR AND TUITION REFUND SCHEDULE

Academic Calendar

Jan. 6	Spring term classes begin; withdrawal fee applies
Jan. 6 – 10	Add/drop period
Jan. 11	Tuition/payment arrangements* are due
Jan. 20	Martin Luther King, Jr. Day (No classes meet)
Jan. 31	MA students: Graduation Application and fee due for Spring 2014
March 7	Last day to withdraw with grade of “W”
April 18	Last day of Spring term; degree posting date
April 19 – 27	Term break

Tuition Refund Schedule

Students may drop classes without tuition penalty during the add/drop period only. Students who wish to withdraw from all classes after initial registration and throughout the add/drop period will be assessed a **\$150 withdrawal fee**. Students dropping courses, **including weekend courses**, after the add/drop period are subject to the tuition refund schedule below:

<i>Tuition refund if all or partial classes are dropped</i>	<i>Withdrawal fee if all classes are dropped</i>
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Academic Programs

Jan. 6 – 10	100%	\$150
Jan. 11 – 17	75%	\$0
Jan. 18 – 24	50%	\$0
Jan. 25 – 31	25%	\$0
After Jan. 31*	0%	\$0

*Obligated to pay balance of tuition due.

*Students must sign up for a payment plan by going to the “Account Inquiry” link in the WaveNet Student Center before the term starts. See page M for “*Payment of Tuition and Fees.*”

BOOKSTORE INFORMATION

WEST LOS ANGELES BOOKSTORE

<http://www.pepperdine.wla.bkstr.com>

6100 Center Drive
Los Angeles, CA 90045
(310) 568-5741

Standard Hours of Operation*

Monday – Thursday:	10:00 a.m. – 7:00 p.m.
Friday:	10:00 a.m. – 5:00 p.m.
Saturday:	10:00 a.m. – 2:00 p.m.
Sunday:	CLOSED

WHERE: There is one graduate campus location where students can purchase books: West Los Angeles. Remember that purchasing books at the store or through the website gives you the advantage of choosing from used and new textbooks that are available.

BOOKLIST: All book price information can be accessed on our website. This will eliminate confusion over which books students should purchase. Students can reach the ordering service at the following websites: <http://www.pepperdine.wla.bkstr.com> for the West Los Angeles, Encino, and Westlake Village Graduate Campuses and <http://www.pepperdine-occ.bkstr.com> for the Irvine Graduate Campus.

ONLINE ORDERING: The preferred and safest option is to order your textbooks online. Follow the user-friendly instructions provided to you on the GSEP website. Students should feel free to call the bookstore with any questions they might have. Please fill out all information that is requested so that orders can be processed efficiently.

MAIL ORDER: The bookstore offers the opportunity to order books via mail. Students may call in an order, ensuring that they have all course information, including course number, section number and professor at hand, as well as a credit card.

REFUND/RETURN POLICY: Students are entitled to a full refund on book purchases if books are returned during the add/drop period. Any book purchased after the add/drop period has ended will only be issued a full refund within 48 hours of being purchased. Books that are marked non-returnable and books used for a one-weekend class will not receive any refunds.

BUY-BACK POLICY: The best time to sell your books back is during the final week of classes. Buyback will be available at the West Los Angeles Graduate Campus Bookstore. The bookstore will pay 50% of the selling price, if there is a need for the book the following term. If the book is not required the following term, the wholesale price, if any, may be offered from a national wholesaler.

*The bookstore will be open for extended hours at the beginning of the term. Please check with the bookstore directly to find out specific dates and times.

STUDENT PARKING INFORMATION

WEST LOS ANGELES GRADUATE CAMPUS

Student parking cardkeys are available from the Parking Office in the parking structure for a fee of \$65 per term (*plus a \$15 administrative fee for new keycards or for reinstating unpaid accounts. The cardkey may be renewed each following term with no further administrative fee, as long as the student keeps the same card.*) This cardkey permits unlimited parking from 2:45 p.m. to 11:30 p.m. on weekdays, 6:45 a.m. to 8:00 p.m. on weekends and holidays. Cardkeys may also be obtained by completing the parking form online at: <http://community.pepperdine.edu/gsep/student-services/parking/>. Keycards not renewed within five days of the start of the term will be deactivated and the student will be charged a \$10 late fee. Students not possessing a cardkey should take a ticket from the gate. This ticket should be stamped in the valometer available in Suite 200 (*2nd floor*), from 8:00 a.m. to 5:00 p.m. The ticket must be stamped to qualify for the student rate. Unauthorized cars parked in reserved spaces are subject to tow-away on a 24 hour basis.

IRVINE GRADUATE CAMPUS

Regular students (*taking one or more courses per term*) will be charged a \$65 facilities fee to their student accounts each term. Parking structure gates will be down 24/7. No attendants will be on duty. Students must obtain a ticket and bring the ticket to Suite 209; tickets will be validated between 3:00 p.m. to 7:00 p.m. A lost ticket will cost the student \$14 upon exiting. Parking rates: \$1.75 for ½ hour (1-30 minutes), \$1.75 every additional ½ hour, and a daily maximum rate of \$14.

ENCINO GRADUATE CAMPUS

Regular students (*taking one or more courses per term*) will be charged a \$65 facilities fee to their student accounts each term for a regular parking pass, which provides unlimited parking from 2:30 p.m. to 11:00 p.m., Monday through Friday. The University provides parking validation between 2:00 and 2:30 p.m. for weekday classes scheduled to meet before 2:45 p.m. The hours prior to 2:30 p.m. are not covered by the regular parking pass. The University validates for weekday classes prior to 2:30 p.m., only for students attending a class, or other Pepperdine activity starting prior to 2:30 p.m. Parking is free on Saturdays; the campus is closed on Sundays. Students may obtain a Parking Pass Application Form and parking pass from the Reception Desk in the lobby during the first two weeks of each term. Students with a parking pass must take a ticket from the gate in order to gain entry into the parking lot. Upon arrival at the Pepperdine Reception area, the student must stamp the gate ticket in the valometer. Pepperdine students may park in underground Levels B-1 and B-2, and about half of the parking structure's roof-parking area. Street parking is free after 6:00 p.m. weeknights.

WESTLAKE VILLAGE GRADUATE CAMPUS and DRESCHER GRADUATE CAMPUS

Parking is free and special cardkeys and passes are not required.

STUDENT CENTER IN WAVENET

Student ID/Campus Wide Identification Number (CWID)

Pepperdine University has implemented a Campus Wide Identification number (CWID) as the numeric identifier for your student records. Each student is assigned a unique number that will appear on the Student ID card. Please use the CWID in your correspondence and transactions with the University.

	Class	Schedule
EDTE 609-40 LEC (1545)		Mo 6:00PM - 9:00PM Irvine Graduate Campus
EDTE 610-40 LEC (1546)		Th 6:00PM - 9:00PM Irvine Graduate Campus

Account Summary

You owe **5,957.00**.

- Due Now 5,957.00
- Future Due 0.00

**** You have a past due balance of 5,957.00. ****

Currency used is US Dollar.

The balance due is subject to change based on applicable financial aid for the term or unapplied charges. If you are viewing this balance prior to the first week of the term, please be aware that any completed financial aid will not be deducted until the beginning of the term. (NOTE: Aid for Seaver summer terms is posted by the start of the session.)

SEARCH FOR CLASSES

- Holds: No Holds.
- To Do List: No To Do's.
- Enrollment Dates: Open Enrollment Dates
- Advisor: Program Advisor April Uhlig

To View Class Schedule and Find Classes

Step 1 Go to: <http://wavenet.pepperdine.edu> to log in with your Network ID and Password.

Step 2 Click on the "Student Center" link under the "Student Services" heading on the left-hand side of the page.

Step 3 Click on the "Search" link directly under the Academics heading.

Step 4 Select a term from the drop-down menu.

Step 5 Select a Subject and Course number to view course information.

- PSY courses (MA, PsyD): EDPSY-Psychology
- MATP courses: EDPSY-Teacher Preparation
- MAED courses: EDPSY-Educational Psychology, Literacy, or STEM
- EDTE courses: EDPSY-TESOL
- ESEC courses: EDPSY-Social Entrepreneurship
- EDSM courses: EDPSY-MS in Administration
- EDEL courses: EDPSY-Educational Lead Admin
- EDOL courses: EDPSY-Organizational Leadership
- EDLT courses: EDPSY-Learning Technologies

REGISTRATION

The Pepperdine University portal, WaveNet, provides access to e-mail, class schedules, grades, student account summary, graduation information, and University communications. If you need assistance logging into the portal, please visit Information Technology at <http://community.pepperdine.edu/it/tools/wavenet/faculty-staff/clearcachepeoplesoft11.htm>, or contact the Help Desk at (310) 506-HELP (4357) or (866) 767-8623 anytime. **Please use your Pepperdine e-mail address for all e-mail communications with the University.**

To Log in

- Step 1 Type <https://wavenet.pepperdine.edu> in your browser address bar.
(We recommend you use either Internet Explorer version 9 or higher, Firefox version 7 or higher, or Safari version 5 or higher.)
- Step 2 Enter your Network ID and password.
- Step 3 Click “Login” to enter this secure site.

To Add/Drop Classes (Non-cohort students only)

- Dates and Times: Each student in a non-cohort program is assigned a specific date and a time block for registration. Please check “Enrollment Dates” in the Student Center for your assigned registration dates.
- Step 1 Go to: <https://wavenet.pepperdine.edu> to login with your Network ID and Password.
 - Step 2 Click on the "Student Center" link under the “Student Services” heading on the left-hand side of the page.
 - Step 3 Select the “Enroll” tab and then select either the “Add” tab or the “Drop” tab.
 - Step 4 Select a term from the menu.
 - Step 5 Follow the steps and click the “**Finish Enrolling in Classes**” button to confirm your registration.

IMPORTANT NOTE: Please refer to the GSEP Academic Catalog or contact the Education or Psychology academic advisor if you have questions about prerequisites/corequisites and your course enrollment.

Wait List

If you are unable to register in a class, you may put yourself on the “wait list” for a course that is full at the time of registration. Students who are on a wait list **are not** considered officially enrolled in that class.

If a space becomes available for the class, the department will notify you either by phone or via e-mail. If you have not been notified by phone or e-mail before the class begins, please contact the Education or Psychology academic advisor or pick up a Registration Adjustment Form from your advisor and take the form with you to the class you wish to add. You will need to obtain the signature from the faculty, indicating that he or she allows you to enroll in his or her class. Submit the signed Registration Adjustment Form to the Education or Psychology academic advisor.

Please do not put yourself on the “wait list” for MORE THAN ONE SECTION. Your cooperation will help us to identify how many students want to enroll in a particular class.

GSEP reserves the right to move wait listed students as well as registered students (specifically, those students last to register) into a newly added class section to equalize class size. Instructors are guaranteed that class enrollment will not exceed the capacity set; it is at the discretion of instructor that a student on a wait list is added to the class. Instructors are under no obligation to add those on a wait list to their classes.

To Check Student Account Status or Make a Tuition/Fee Payment

- Step 1 Click the “Student Center” link.
- Step 2 Go to the “Finances” section of your Student Center.
- Step 3 Click the "Account Inquiry" **or** the “Make a Payment” link (ensure that pop-up blockers are turned off).

To Check E-Mail

From the WaveNet portal homepage, click on the “E-mail” icon on the top right of the screen. **Please use your Pepperdine e-mail address for all e-mail communications with the University.**

REGISTRATION INFORMATION AND GUIDELINES

Eligibility to Register

Students are required to be cleared by the Student Accounts and Admission Office's before registering for classes. Students are permitted to register in unclassified admission status for only one term. Students who have been continuously absent for two or more consecutive terms, but less than two calendar years must submit a Readmission Form to the Education or Psychology academic advisor. A student who has been absent for more than two calendar years is required to file a new application with the Admissions Office and pay the regular application fee. For all applicable policies, consult the 2013 – 2014 GSEP Academic Catalog, available on the GSEP website under the Education and Psychology sections at <http://gsep.pepperdine.edu>.

Adding or Dropping Classes

Students may add or drop classes online through their Student Center during the add/drop period (see the Academic Calendar on Page C). After the add/drop period, students who withdraw from a class(es) must notify the Education or Psychology academic advisor **in writing using their Pepperdine e-mail account**, or complete a Registration Adjustment Form. Students will not be permitted to add classes after the add/drop period. Please note that adding or dropping classes may affect your student account balance and your financial aid eligibility.

Temporary or Permanent Withdrawal

Students who wish to withdraw from all classes for the term or withdraw permanently from the University must notify the Education or Psychology academic advisor **in writing using their Pepperdine e-mail account** or complete a Registration Adjustment Form. If notification of withdrawal is postmarked by the end of the add/drop period, all tuition will be refunded, **less a \$150 withdrawal fee**. If it is during the withdrawal period, please see the "Refund Schedule" on Page C for refund percentages. A grade of "W" will be assigned after the add/drop period. Failure to complete the withdrawal process will result in a failing grade for the course(s) and continued obligation for tuition and other charges.

Leave of Absence

A student may officially request a leave of absence *before registration* for a term through written notification to the Education or Psychology academic advisor. Leave of absence requests will be considered only before the student registers for the term; otherwise, it is considered a withdrawal. You can obtain the Leave of Absence Form at: http://community.pepperdine.edu/gsep/student-services/content/leave_of_absence.pdf.

Doctoral students who need to take a leave of absence must file a formal petition with the Education or Psychology academic advisor to be reviewed by the Doctoral Concentration Committee. Readmission after a leave of absence is subject to approval by the Doctoral Concentration Committee.

Newly admitted students who have not yet registered may submit a request to defer enrollment by notifying the Education or Psychology academic advisor or the GSEP Admissions Office in writing.

Auditing a Course

Students may audit certain classes with the consent of the instructor, provided space is available. An audited class appears on the student's academic record, but no grade is assigned. Degree requirements cannot be met through auditing. Students who are not enrolled for other courses will be assessed a fee of \$100 per audited course. The Petition to Audit a Course is available for download on the registration website: <http://community.pepperdine.edu/gsep/student-services/content/petition-to-audit-a-course.pdf>

Enrollment Verification

Enrollment verification can be processed by the Office of Student Information and Services (www.pepperdine.edu/registrar/verifications/enrollmenthistory.htm) or through online Self-Service Enrollment Verification from your Student Center after the add/drop period. Students must indicate the specific term(s) of enrollment they wish to be verified. Future enrollment will not be verified.

International Student Advisement

International students enrolling at the University for the first time should consult the Office of International Student Services (OISS) within the first week of the term at (310) 506-4246 or visit: <http://www.pepperdine.edu/internationalstudents/>. The office is located on the Malibu Campus, Thornton Administrative Building (TAC) next to the Office of Student Information and Services on the 2nd floor.

Discrimination and Harassment Policy

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admissions, financial assistance, employment, educational programs, or activities. Please see the 2013 – 2014 GSEP Academic Catalog for a detailed description of the University's policies regarding discrimination, harassment, sexual misconduct, as well as applicable complaint and grievance procedures.

REGISTRATION INFORMATION AND GUIDELINES

continued

Student Records Policy

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, generally provides, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the student, subject to the exceptions provided by law. “Students” as used in this notice includes 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. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right to access 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 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 consent of the student: student’s name, address, e-mail address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full- or part-time status, degrees and awards received, 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. Requests for withholding directory information should be made at the beginning of each academic year and filed with the University Office of Student Information and Services (Office of Student Information and Services provides the form). The request to withhold directory information will remain valid until the student notifies the Office of the University Registrar in writing to rescind the hold. 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 Office of Student Information and Services, Malibu, CA 90263.

FINANCIAL INFORMATION

Payment of Tuition and Fees

Students are responsible for anticipating total tuition and fee charges and should be prepared to make appropriate payment on or before the first day of the term. If financial arrangements are not completed by **January 11, 2013**, finance charges will be assessed. Students who have had a check returned are required to make subsequent tuition payments by cash or cashier's check. **Past due accounts are required to be paid in full prior to registration.** Registration is not finalized until financial obligations are met. Students pay online through WaveNet or by cash or check.

Two Payment Plan

Under the Two Payment Plan, tuition charges are divided into two equal payments per term after deduction of any applicable financial aid or company reimbursement. The first half of the payment is due on **January 11, 2013**, and the remaining balance is due 30 days later. Failure to make either payment on time will result in the assessment of finance charges. Students must sign up for the payment plan online by logging into the Student Center, selecting "Account Inquiry" and then selecting "Payment Plan" before the start of the term. Students may also contact the Student Accounts Office at (310) 568-5588 or gsepsa@pepperdine.edu to sign up for the payment plan.

Three Payment Plan

Under the Three Payment Plan, tuition charges are divided into three equal payments per term after deduction of any applicable financial aid or company reimbursement. First, second and third payments are due on **January 11, 2013**, and then 30 and 60 days later, respectively. Failure to make payments on time will result in the assessment of finance charges. Students must sign up for the payment plan online by logging into the Student Center, selecting "Account Inquiry" and then selecting "payment plan" before the start of the term. Students may also contact the Student Accounts Office at (310) 568-5588 or gsepsa@pepperdine.edu to sign up for the payment plan.

Company Tuition Reimbursement

To qualify for the Company Tuition Reimbursement Plan students must complete and submit the Company Reimbursement Agreement form to the GSEP Student Accounts Office by the first day of the term. The Company Reimbursement Agreement form is available from the GSEP Student Accounts Office or at <http://gsep.pepperdine.edu/student-services/student-accounts/companyreimbursement.htm>. For further details regarding this policy, please see the Financial Information section located in the 2013 – 2014 GSEP Academic Catalog, available on the GSEP website under the Education and Psychology sections at <http://gsep.pepperdine.edu>.

Spring 2014 tuition payment must be received by the Student Accounts Office on or before **May 15, 2014**, to avoid a \$50 late payment fee and applicable finance charges. If the company reimburses less than 100% of the total tuition, the student is responsible for the balance, which is due on or before the first day of the term. The balance may be paid according to the Payment Plans listed above.

Financial Aid, Unit Load, and Enrollment Status

Financial aid awards are based on an analysis of the student's financial aid eligibility and enrollment status. Students must reapply for financial aid (FAFSA) before the start of each academic year. Students must be enrolled half-time to receive a Federal Stafford loan and full-time in course work to receive a Colleagues Grant and/or scholarship (enrollment in comprehensive exam and dissertation does not qualify for the Colleagues Grant). ***All financial aid may be adjusted upon review of a student's eligibility and enrollment status at and after the start of the term.***

The enrolled student status categories are as follows:

1. Full-time status: Enrolled in 6 units per term
2. Half-time status: Enrolled in 3 units per term
3. Enrollment in doctoral internship, dissertation, or comprehensive exam courses constitutes full-time status.
4. Enrollment in clinical practicum and fieldwork courses constitutes half-time status.

If student plans to borrow a student loan, *the loan application and loan entrance counseling must be complete prior to registration.* Students applying for financial aid should visit the financial aid website at <http://gsep.pepperdine.edu/financial-aid> for more information. Students are responsible for tuition payment arrangements if their financial aid does not cover the full tuition cost. (See page M of this GSEP Term Handbook for Payment of Tuition and Fees.)

Veteran's Benefits

Veterans utilizing Veterans Administration benefit programs should consult the Office of Student Information and Services prior to registration at (310) 506-6199 or visit: <http://www.pepperdine.edu/registrar/veterans/>.

GRADE REPORTING AND GRADUATION

The Office of Student Information and Services does not automatically mail grade reports for an individual or previous term. Students interested in obtaining grades should follow the steps below:

- Step 1 *Go to: <http://wavenet.pepperdine.edu> to log in with your User ID and Password.*
- Step 2 *Click on the "Student Center" link under the "Student Services" heading.*
- Step 3 *Select "Grades" from the "other academic" drop down menu.*
- Step 4 *Students may choose to print an "Official Grade Report" by selecting "Print Official Report."*

If you cannot get a complete report, it usually indicates that not all grades have been received and processed. Please be patient and check again later. An official grade report is available by request from the Office of Student Information and Services (OSIS) at (310) 506-7999. *Note: Grades are posted to academic records approximately three business days after the term ends.*

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 is 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 grade point averages. The data entered into the archive are de-identified, which means your name or other personally identifying information is removed so that the data cannot be associated with your identity.

Graduation

GSEP conducts **one commencement ceremony** each year that all qualified potential graduates may attend. However, your degree is posted at the end of the term in which all degree requirements are completed. You are required to fill out a **Graduation Application** for the degree to be posted. For commencement ceremony information visit: <http://community.pepperdine.edu/gsep/student-services/graduation/>. For a list of Graduation FAQs, please visit: <http://gsep.pepperdine.edu/student-services/graduation-faqs/>.

The term for which you apply to graduate is determined by the term in which you expect to complete your degree requirements:

- Fall: Degree requirements completed by December 13, 2013: Application deadline is September 30, 2013
- Spring: Degree requirements completed by April 18, 2014: Application deadline is January 31, 2014
- Summer: Psychology – Degree requirements completed by June 18, 2014 (Session I), or by August 01, 2014 (Session II): Application deadline is May 30, 2014
- Education – Degree requirements completed by July 18, 2014: Application deadline is May 30, 2014

REPORTING A THREAT

While shootings in schools are rare episodes, when they occur, they are often devastating. As an institution of higher learning, it is important for Pepperdine to view these types of incidents with the appropriate perspective. Since 1966, there have been 89 shooting deaths at U.S. universities and college campuses; Virginia Tech was the largest. Compare that to the approximately 1,100 that commit suicide on college and university campuses every year, or the 1,400 to 1,700 alcohol-related deaths on college and university campuses each year.

Despite shootings on campuses being rare, we as a community must be vigilant and prepared. It is important to note a few facts about these types of shootings. The Secret Service has studied the 30 major shooting incidents that have taken place at schools (elementary through college) since 1974. They found remarkable similarity in them. First, almost all of the individuals who have committed these crimes have been male, and were known for being isolated socially. Almost all of them planned out their actions in advance, and over three quarters of them actually shared their plans with others before putting them into effect. Unfortunately, in only two cases did anyone report the plan to authorities before the attack. With these facts in mind, it is critically important that members of our community report threats and potential threats in a timely manner.

If you believe an individual poses an imminent threat to a member or members of the University community, please contact our Department of Public Safety immediately. If you are located at a graduate campus and believe imminent danger is likely, please contact 911 immediately and then contact the Department of Public Safety. If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern. If you are a student or a faculty member, contact Public Safety or your dean's office. If you are a staff member or other member of the community, contact Public Safety or Human Resources. In the event you would like to submit a report during non-business hours, the Department of Public Safety is open every day, 24 hours a day. It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Department of Public Safety.

For up to date information about University related emergency issues, please visit: <http://emergency.pepperdine.edu/>.

For convenience, contact information appears below:

Department of Public Safety	(310) 506-4442
Seaver College Dean of Students Office	(310) 506-4472
School of Law Dean's Office	(310) 506-4621
Graziadio School of Business and Management Dean's Office	(310) 568-5689
Graduate School of Education and Psychology Dean's Office	(310) 568-5615
School of Public Policy Dean's Office	(310) 506-7490
Human Resources	(310) 506-4397