

# Admission Procedures

Admission to Graduate Studies is open to applicants who hold the bachelor's degree from a college or university that is accredited by a regional accrediting association and who meet the admissions requirements. Applicants are evaluated on their individual scholarly potential to complete graduate-level course work and curriculum requirements. It is expected that each student will have adequate undergraduate preparation for the intended major area. At the discretion of the academic department, a student may be required to have as prerequisite for graduate study any undergraduate course normally required of undergraduate majors in the field. Each student must satisfy all entrance requirements for the specific program of interest and file an approved program of study with the appropriate director.

## Admission Procedures



Ocean Beach Pier

### PROVISIONAL STUDENT STATUS

Promising applicants may be allowed to begin classes on a provisional status pending final receipt of all admission items.

The provisional status must be removed in the first semester of study. After the first semester, registration in subsequent classes will be suspended until the admission materials have been received.

### ADMISSION UNDER EXCEPTIONS

Applicants who do not meet the standards, but can demonstrate that they have an exceptionally rich experiential background and/or have demonstrated dramatic change in academic performance, may petition the department and Graduate Studies Committee to review their status. In order to apply under this exceptions policy, the following information must be submitted by the applicant:

1. A statement outlining the applicant's reasons for requesting an exception to admissions policies.
2. Two additional written recommendations from supervisors as identified by the director of the program.

*Note: If the exceptions request is due to unacceptable test scores, a minimum of two test scores must be submitted.*

After the applicant submits the above documentation, the file is reviewed by the department. After this review, a recommendation is made by the director and faculty and this is forwarded to the Graduate Studies Committee. The file is then reviewed by at least two faculty members from the Graduate Studies Committee. The Dean of Graduate Studies then reports the outcome to the appropriate Program Director.

### GRADUATE SPECIAL STANDING

This status is assigned to students who are qualified for admission to Graduate Studies but have indicated no intention to pursue a degree or credential program. Only six units of appropriate course work taken as a special student may be used in a graduate program.

### GRADUATE REGULAR STANDING

This status is granted to a student who has met all admission requirements of Graduate Studies and of the program.

Candidates will be notified of their Graduate Student Status in their first semester of enrollment.

### APPEALS

Any appeals shall be made by the candidate through the Program Director to the Dean of Graduate Studies.

## Post-Baccalaureate Credentials in Teacher Education

### MULTIPLE SUBJECT TEACHING CREDENTIAL WITH CLAD

A Multiple Subject Teaching Credential enables a person to teach in a self-contained (K-12) classroom in California. Students receive coursework in educational philosophy and psychology as well as methodology in reading, language arts, science, social studies, and mathematics.

### SINGLE SUBJECT TEACHING CREDENTIAL WITH CLAD

Individuals who plan to teach at the secondary level need to pursue the Single Subject Credential in an approved discipline of their choice. A Single Subject Credential enables a person to teach in a departmentalized (K-12) classroom.

### TUITION COSTS (PER UNIT):

	San Diego	Arcadia		Bakersfield
		Regular	Intern	
300-499	330	395	375	330
500-599	330	455	375	330

## Master of Arts

The Master of Arts degree is an advanced academic degree which builds upon an appropriate undergraduate foundation. A total of 36 semester units is required for the degree. The Master of Arts is offered in Religion with two concentrations and in Education with three concentrations.

### APPLICATION FOR ADMISSION TO MASTER OF ARTS

- A completed admission application form
- An undergraduate upper-division grade-point average of 3.000
- Official transcripts from accredited institutions indicating completion of an undergraduate degree
- A minimum of two recommendations from appropriate persons who have knowledge of the applicant's character and professional performance
- A writing sample which indicates graduate-level ability
- Test scores: Graduate Record Exam minimum raw scores: 400 verbal and 400 quantitative or Miller Analogies Test raw score of 35
- Interview with the appropriate graduate director or co-ordinator.

### TUITION COSTS (PER UNIT):

	San Diego	Arcadia	Bakersfield
MA – Education	\$ 375	\$ 455	\$ 375
MA – Religion	\$ 255	N/A	N/A

## Master of Business Administration

The Master of Business Administration is a professional degree designed for adults who have developed quality experience in the business world and desire to continue their education in a field that is beneficial to their needs and careers. The degree is offered as a cohort program.

### APPLICATION FOR ADMISSION TO MASTER OF BUSINESS ADMINISTRATION

- A completed admission application form
- Baccalaureate degree from a regionally accredited institution
- Official transcripts from accredited institutions
- Three letters of recommendation
- A personal essay that describes why the applicant desires to participate in the M.B.A. program and a description of the applicant's future goals.
- Scores from the Graduate Management Admission Test (GMAT). Scores are indexed to provide a minimum score combining undergraduate GPA and GMAT.
- Provide evidence of knowledge of the Bible and

Christian principles

- Provide evidence of quantitative skills needed to successfully complete the graduate curriculum
- Provide evidence of successful completion of an accounting course
- Provide evidence of basic knowledge of content of undergraduate courses in economics, finance, law management, marketing and statistics. If the student has not taken the undergraduate courses listed above, the evidence of knowledge of content requirement can be fulfilled in one of the following ways:
  - Special course content examination, or
  - Evidence of familiarity with curriculum content from work or other experience, or
  - Attending a seminar course for each of the basic business courses listed above.
  - Interview with a faculty member from the Department of Accountancy, Business and Economics

### TUITION COSTS

For the MBA cohort that will begin in the Fall of 2002, the cost of the program will be \$19,000.

## Master of Ministry

The Master of Ministry is a professional degree designed for the active minister who desires additional academic development leading to a master's degree focusing on Christian ministry.

### APPLICATION FOR ADMISSION TO MASTER OF MINISTRY

- A completed admission application form
- Official transcripts indicating an approved undergraduate degree
- Evidence of one year full-time Christian ministry
- Interview with the Director of Master of Ministries program.
- Writing sample which includes a statement of commitment to Christian values and to excellence in scholarship

### TUITION COSTS

\$255 per unit. Note: the per unit cost may be lower based on the size of the cohort.

## Master of Science in Nursing

The Master of Science in Nursing is an advanced degree combining instruction, research, and public service opportunities for nursing professionals. The program is offered by cohort groups.

### ADMISSION REQUIREMENTS

- A bachelor of science in nursing degree from a National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE) accredited program.
- A 3.000 grade-point average (Candidates with a grade-point average of 2.700–2.999 may be considered for provisional admission).
- Current California licensure as a registered nurse.
- Current Healthcare Provider CPR certificate from the American Heart Association.
- Current Malpractice insurance.
- A health examination within six months of first clinical course.
- Proof of immunizations and a current TB screening (within six months) upon admission to the program.
- A completed application for admission and three letters of reference (two professional and one personal).
- Submission of a personal essay describing educational and professional goals.
- Personal interview with the graduate nursing selection committee.
- Completion of the Miller's Analogy Test (MAT) with a minimum score of 35.
- Basic computer literacy.
- Completion of baccalaureate courses in health assessment, pathophysiology, nursing research, statistics, nursing leadership and community health nursing.
- International students will be considered on an individual basis.

### TUITION COSTS

\$455 per unit.

### EXCEPTIONS POLICY

Applicants who do not meet the above standards, but can demonstrate that they have an exceptionally rich experiential background and/or have demonstrated dramatic change in academic performance, may petition the department to review their status. The Department of Nursing will follow the exceptions policy as published in the current *Catalog*.

## Educational Specialist

The Ed.S. degree program is a post-masters program designed for experienced teachers, counselors, administrators and others interested in school change and leadership.

Earning the Educational Specialist degree requires:

- The satisfactory completion of prescribed graduate courses in the 600 series for a total of 32 semester units
- A written comprehensive examination over the field of specialization with a satisfactory score
- A positive recommendation by departmental faculty

### APPLICATION FOR ADMISSION TO EDUCATIONAL SPECIALIST

In addition to the requirements for admission to the Master of Arts degree (see page 12), applicants for admission to the Educational Specialist programs must present evidence of:

- A master's degree from an accredited institution and an academic background adequate for the specialized study required
- A minimum of three years of successful full-time classroom teaching, administrative experience, pupil personnel experience, health, or library experience in the public schools or in private schools of equivalent standing
- A grade-point average of 3.000 on Master's degree work

### TUITION COSTS (PER UNIT):

San Diego	Arcadia	Bakersfield
\$ 455	\$ 455	N/A