

GENERAL APPLICATION INFORMATION

ADMISSIONS DEPARTMENT

The Admissions Office at Phillips Graduate University is a resource for all candidates interested in the programs offered at Phillips. Admissions specialists are available to answer questions and assist candidates through their research of graduate studies and application to Phillips. Applicants are encouraged to utilize the Admissions Department as a resource. Regular business hours are Monday through Thursday, 9:00 a.m. to 6:00 p.m., and on Friday, 9:00 a.m. to 5:00 p.m. Please go to www.pgu.edu, call (818) 386-5660, or e-mail info@pgu.edu for additional information and assistance.

CAMPUS VISITATION

Potential students are strongly encouraged to visit the campus and meet with an Admissions Specialist to gather information about programs, to learn about student life at Phillips Graduate University and to have all questions answered. Additionally, Phillips Graduate University regularly offers Information Sessions to provide potential students with information about the University, programs, admission policies and procedures and financial aid.

To schedule an appointment or to find out about upcoming Information Sessions, please go to www.pgu.edu or call the Admissions Office at (818) 386-5660.

APPLICATION DEADLINES

Applications are accepted and reviewed on a “rolling” basis, which means they are reviewed until a program is filled. We encourage all applicants to use the Priority Application dates as guidelines to be considered for the semester they wish to start. Students applying for financial aid should plan to meet the Priority Application dates to ensure completion of the admission and registration process, if admitted.

Spring 2018

Priority Application date is November 1, 2017
Semester begins on January 2, 2018

Fall 2018

Priority Application date is April 20, 2018
Semester begins on August 20, 2018

Applicants are encouraged to contact the Admissions Office for information regarding the application process at (818) 386-5660.

PREREQUISITE REQUIREMENTS

All applicants to Phillips Graduate University must have completed an earned Bachelor's or Master's degree from a regionally-accredited, national-accredited college or a university recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA). Degrees from programs that are “approved” rather than accredited are not acceptable for application to Phillips. Applicants currently enrolled in a bachelor's program may apply to Phillips, but must have their degree conferred prior to the start of the semester for which they are applying.

The following degree programs require a minimum of twelve (12) units of social sciences at the undergraduate level completed at an accredited college/university program with a letter grade of B or above:

- Master of Arts in Psychology with an Emphasis in Marriage and Family Therapy
- Master of Arts in Psychology with an Emphasis in Marriage and Family Therapy/Pupil Personnel Services (PPS) Credential
- Master of Arts in Psychology with an Emphasis in School Counseling/Pupil Personnel Services (PPS) Credential
- Master of Arts in School Psychology/Pupil Personnel Services (PPS) Credential
- Doctor of Psychology in Organizational Management and Consulting

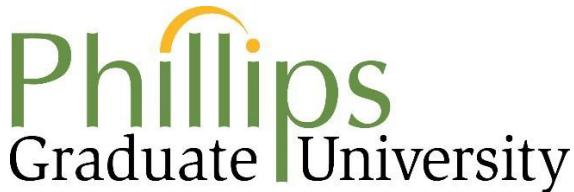
The following program has specific coursework requirements:

Master of Arts in Psychology with an Emphasis in Marriage and Family Therapy/Art Therapy

Prerequisite coursework must include a minimum of twelve (12) semester units of psychology with specific coursework in developmental psychology and abnormal psychology.

In addition, applicants to this program must have a minimum of eighteen (18) semester units of studio art, which must include drawing, painting, and a three-dimensional studio art course (as required by the American Art Therapy Association (AATA) and the Art Therapy Credentials Board (ATCB), and submit a portfolio of ten (10) examples of their artwork to be reviewed as part of the interview process.

All prerequisite courses must be completed with a letter grade of B or above.



APPLYING FOR ADMISSION

TO APPLY FOR ADMISSION

1. Complete all application and documentation requirements. This includes your **Application, Résumé, a Grade Point Average Statement** (if your degree GPA is below a 3.0) and a **Request for Transfer Credit** (if requesting transfer units).

2. **Request two (2) recommendations** from individuals with knowledge of your academic and/or professional potential. Recommendations are to be sent directly to the Admissions Office or emailed to info@pgu.edu.

3. **Request official transcript in a sealed envelope from the last conferred degree, bachelor's or master's.** Additional transcripts may be required to verify pre-requisite coursework. These are to be sent directly to the Admissions Office from the degree institution.

4. Submit all application documents and **\$80.00 non-refundable application fee** to:

Admissions Office
Phillips Graduate University
19900 Plummer Street
Chatsworth, CA 91311

4. If there are any questions about the admissions process, please call the Admissions Office at (818) 386-5660.

APPLICATION FOR ADMISSION

For admission consideration, submit your application along with all required documentation. Ensure that the form is fully completed, signed and dated.

RÉSUMÉ

Applicants are required to submit a current summary of all work experience. This summary should reflect positions held, job responsibilities, employers and dates of employment.

RECOMMENDATIONS

Two (2) recommendations are required for applicants to all programs. Recommendation forms should be recent and submitted directly to the Admissions Office or emailed to info@pgu.edu. An approved form may be found online at www.pgu.edu.

Applicants should not select family members or friends to provide recommendations. Recommenders should be able to speak to an applicant's ability to be academically and professionally successful in his/her chosen field of study and as a graduate level student.

Where possible, it is preferred that recommendations come from different sources in the applicant's life. Applicants who have not attended school for several years should submit recommendations from persons who are familiar with them on any level of professional involvement.

GRADE POINT AVERAGE EXEMPTION STATEMENT

If an applicant's degree Grade Point Average (GPA) falls below 3.0, the applicant is required to petition for a Grade Point Average Exemption Statement with his/her application.

The applicant must submit a one- to two-page, double-spaced, typed statement explaining past, special, or personal circumstances that contributed to a GPA below 3.0. This statement should also explain why the applicant feels that he/she would be able to successfully participate in a graduate academic program.

REQUEST FOR TRANSFER OF CREDIT

The maximum number of units a degree-seeking student may transfer in at the master's level is nine (9) units. The maximum number of units a doctoral-level student may transfer in is twenty-four (24) units.

*Credential-only-seeking students: Students who currently hold a graduate degree in a related field may apply to the School Counseling PPS program, without obtaining the additional graduate degree. Speak with your Admissions Specialist for additional information and approval.

If an applicant is requesting credit for coursework completed at another college or university, the applicant must submit the "Transfer of Credit Request" form along with transcripts and course descriptions for the coursework for which he/she is requesting credit. All requests for transfer of credit should be submitted with the Application for Admission; however, requests must be received by the Admissions Office *prior to the start of classes* for courses scheduled within the first semester. Requests must be submitted no later than the end of the first semester of attendance for courses scheduled after the first semester or the request will not be considered. Any requests received after the first semester of attendance will not be considered.

To be eligible for transfer credit, units must be earned at the graduate level at a regionally-accredited, national-accredited college or a university recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation (CHEA) with a grade equivalent to a "B" or higher within the past five years and must have significant comparability in nature, content and level to the comparable required course at Phillips for which transfer credit is being requested. Please note that any transfer credit requested cannot be previously completed courses which were part of a conferred master's or doctoral degree. Units requested must be independent of a completed degree. The department chair, or his/her designee, will review all requests for transfer credit and the applicant will be notified in writing of the decision. Even if credit is granted, a student may be required to audit coursework as deemed appropriate by the department chair.



Application for Admission

Please type or print legibly. Use an additional sheet of paper wherever allocated space is insufficient. A non-refundable \$80 application fee is required.

Program to which you are applying (Select only one):

Doctor of Psychology (Psy.D.)	Master of Arts in Psychology	Postgraduate Credentials
<input type="checkbox"/> Organizational Management & Consulting	<input type="checkbox"/> Marriage & Family Therapy <input type="checkbox"/> Marriage & Family Therapy/Art Therapy <input type="checkbox"/> Marriage & Family Therapy & School Counseling PPS <input type="checkbox"/> School Counseling/PPS <input type="checkbox"/> School Psychology/PPS	<input type="checkbox"/> Pupil Personnel Services (SC Only) <input type="checkbox"/> Child Welfare & Attendance

I wish to begin the program in: (Check one and indicate year)

August/Fall 20____ January/Spring 20____

Full-time Part-time

*Note: Not all programs have entry points each semester or offer part-time options. For more information, contact the Admissions Office.

Will you be requesting transfer of credits (units must be graduate level)? No Yes

If yes, please complete the Transfer of Credit Request Form and submit it along with your supporting documents.

Personal Information:

Legal Name: _____

Previous Name(s): _____

Nickname: _____ Social Security Number: _____

Street Address: _____

City, State, Zip, Country: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____

How did you first learn about Phillips Graduate University? _____

(Please be specific)

If you were referred by a current student, faculty member, staff member, or graduate of Phillips, please list that person's name here:

Have you ever applied to Phillips Graduate University before? No Yes When? _____

Have you ever attended Phillips Graduate University before? No Yes When? _____

Have you ever been dismissed from a school or college? No Yes (If yes, please explain on a separate sheet of paper.)

Educational & professional Information:

List in chronological order all colleges attended regardless of whether courses were completed for credit (use additional paper if necessary). It is your responsibility to have official transcripts from the last conferred degree (bachelor's or master's) sent directly from each college attended to Phillips Graduate University, Admissions Office. In addition, students with international credentials must submit an official translation from an approved agency.

Name of Institution	Degree Earned	Date Degree Earned/Anticipated

List any honors, awards and scholarships you have received, any positions you have held in the community or professional life, and any publications in your name. List the learned, honor, or professional societies in which you have membership, with their beginning date. This section should include information NOT included on your resume. If nothing additional is to be added, simply write "See Resume".

General Information:

Please note: Applications for admission to the educational programs offered by Phillips Graduate University are evaluated without regard to or discrimination based upon race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability. Information on sex, age, ethnic origin, and citizenship status is for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by Executive Order 11375 and Title IX of the Education Amendments of 1972 and Part 86.45 C.F.R., and will not be used to discriminate in admission to or participation in any of the educational programs offered by Phillips Graduate University.

Status of Employment:

Employment Industry: _____

Full Time Part Time Self-Employed Unemployed Retired

Are you interested in Financial Aid? No Yes

Do you qualify for Veterans Benefits? No Yes

Date of Birth: _____ Place of Birth: _____

Country of Citizenship: _____

Citizenship Status:

United States Citizen
Resident Alien
Non-resident Alien

Resident Registration #: _____
Current Visa Held: _____
Type of Visa Requested: _____

<u>Gender</u>	<u>Marital Status</u>	<u>Ethnic Survey (Part A)</u>	<u>Ethnic Survey (Part B)</u>
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Divorced <input type="checkbox"/> Living with Committed Partner <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other: _____	Do you consider yourself Hispanic/Latino? <input type="checkbox"/> Yes (Continue to signature) <input type="checkbox"/> No (Continue to Part B)	<input type="checkbox"/> American Indian or Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Multi-Racial – 2 or more races <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Non-resident Alien (International Students Only)

1.) I understand that if admitted to Phillips Graduate University, I must comply with all rules, regulations, and policies of Phillips Graduate University. I understand that admission to and matriculation in the program in no manner guarantees successful completion of the program and the awarding of a degree. I hereby affirm that the information supplied by me on this application form is true and correct to the best of my knowledge and understand that omissions or falsification may result in withdrawal of acceptance.

2.) I understand the training for which I hereby make application will not in itself qualify me for the California license as a Psychologist, the California license as a Marriage and Family Therapist (MFT), the American Art Therapy Association's Art Therapy Registration (ATR) and/or the California Commission on Teacher Credentialing (CCTC) Pupil Personnel Services (PPS) Credential. Programs at Phillips satisfy only the minimum education requirements for the aforementioned licenses, registrations and/or credentials.

3.) It is further recognized by the undersigned that initial acceptance into the program does not obligate Phillips Graduate University, nor any of its representatives, to maintain any student in the program if said student is found to be unfit for the program by any reason of personality, academic or attitudinal characteristics, or because of unmet financial obligations.

4.) Three-Day Full Refund Period: California State Administrative Code Section 18809 (a) (4) states that if the enrollee cancels within three (3) working days after registering, provided no classes have been attended or lessons completed, all tuition monies paid will be refunded. Fees are not refundable.

5.) Since this is a program which involves the development of professional potential in interpersonal relationships, I understand that I may be required to attend an interview prior to enrollment in the program.

6.) Any questions or problems concerning this institution which have not been satisfactorily answered or resolved by the institution should be directed to the Superintendent of Public Instruction, State Department of Education, Sacramento, California 95814.

Signature: _____ **Date:** _____