



Graduate Admission Exception Request Form

In accordance with the Graduate Admission policy as stated in the Graduate Catalog, those with baccalaureate grade-point averages below a 2.5 will be denied admission to the university. However, applicants denied admission may be considered for university admission by meeting one of the four options listed below.

PLEASE SUBMIT THIS FORM WITH DOCUMENTATION TO THE GRADUATE CENTER. The Graduate Admissions Exceptions Committee meets twice monthly, and will review your request and notify you in writing of their decision.

APPLICANT NAME: _____ SSN# or APU ID# _____

GRADUATE PROGRAM: _____

>>>> In accordance with the provisions of the current Azusa Pacific University Graduate Catalog, I request an exception for university graduate admission consideration. I request this exception based on (please check applicable option(s) and attach appropriate supporting documentation):

___ **OPTION 1: A current Teaching and/or Service Credential.**

This option applies to the following programs (if your program is not listed, please contact the academic department directly to determine if this option applies to you):

- Advanced Studies in Education
- Special Education (Level 1 Only)
- Online Educational Technology
- Ed Leadership

___ **OPTION 2: CBEST scores and one of either: CSET, MSAT or PRAXIS/SSAT. All scores must meet California passing standards.**

This option applies to the following programs (if your program is not listed, please contact the academic department directly to determine if this option applies to you):

- Advanced Studies in Education
- Special Education (Level 1 Only)
- Multiple Subject Teacher Education (Students below 2.3 GPA must also meet Option #4 on back)
- Single Subject (Students below 2.3 GPA must also meet Option #4 on back)

___ **OPTION 3: Graduate Record Examination score of _____ .**

This option applies to the following programs (if your program is not listed, please contact the academic department directly to determine if this option applies to you):

- School of Music
- School Psychology
- Online Educational Technology
- Special Education (Masters Only)
- Theology
- TESOL
- Nursing*
- A minimum combined score of 1000 on verbal and quantitative sections of this exam is required for all programs listed, except Nursing.
- *Nursing requires a 1200 combined score with 600 min. score on each verbal and quantitative, and analytical score of 4.5 on a 0-6 scale.

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OPTION 4: Post-baccalaureate evidence of ability for graduate study.

This may be established through the completion of at least 12 semester units of upper-division undergraduate or 6 semester units of graduate course work from a regionally accredited college or university. The relevance of this coursework to the program to which application is being made must be demonstrated, and a grade of B or better must be achieved in each course.

This option applies to the following programs (if your program is not listed, please contact the academic department directly to determine if this option applies to you):

- Advanced Studies in Education
- School Counseling and School Psychology
- Special Education
- Educational Technology
- Theology
- Physical Therapy
- Business
- TESOL
- Clinical Psychology
- Ed Leadership
- College Student Affairs
- Organizational Leadership
- School of Music
- Nursing (For the PhD in nursing program: Must be a graduate level statistics course and a graduate level nursing research course, taken within the last five years.)

By signing below, I affirm that I understand the following conditions and agree to these terms:

- approval of this request is for reconsideration only of my previously denied admission to the University, and
- this reconsideration is based upon the attachments provided with this request and my previously submitted application to the University, and
- approval of this request does not guarantee admission to the University or a graduate program, and
- admission to the University does not guarantee admission to a specific graduate program, and
- decisions of the Graduate Admissions Exception Committee and subsequent reconsideration decisions by admission officials (if this request is approved) are final and may not be appealed further.

I UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS OF THIS REQUEST:

Signature of Applicant

Date

(For Internal APU Use Only)

RECOMMENDATION REVIEW

Academic Unit

Approve: ___ Deny: ___

Comments:

Graduate Program Advisor/Program Director

Date

Approve: ___ Deny: ___

Comments:

Department Chair

Date

Approve: ___ Deny: ___

Comments:

Dean

Date

GRADUATE ADMISSIONS EXCEPTIONS COMMITTEE DECISION

Upon completion of their review, the Graduate Admissions Exceptions Committee determined that this petition is

___ approved ___ denied.

Comments:

Chair, Graduate Admissions Exception Committee

Date