



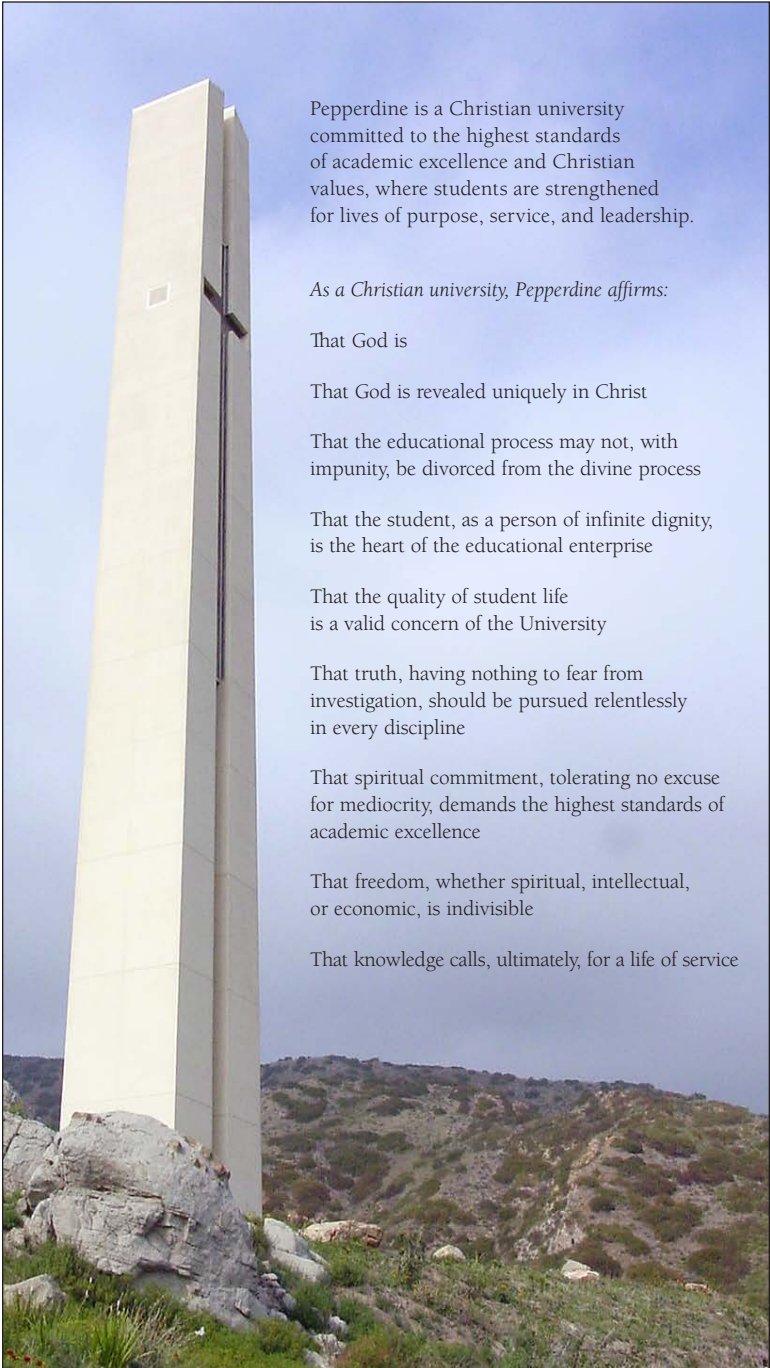
# PEPPERDINE UNIVERSITY

School of Public Policy

2014–2015  
Academic Catalog

**Requests for further information should be addressed to**

Office of Admission  
School of Public Policy  
Pepperdine University  
24255 Pacific Coast Highway  
Malibu, CA 90263-7493  
Telephone: (310) 506-7493  
[publicpolicy.pepperdine.edu](http://publicpolicy.pepperdine.edu)



Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.

*As a Christian university, Pepperdine affirms:*

That God is

That God is revealed uniquely in Christ

That the educational process may not, with impunity, be divorced from the divine process

That the student, as a person of infinite dignity, is the heart of the educational enterprise

That the quality of student life is a valid concern of the University

That truth, having nothing to fear from investigation, should be pursued relentlessly in every discipline

That spiritual commitment, tolerating no excuse for mediocrity, demands the highest standards of academic excellence

That freedom, whether spiritual, intellectual, or economic, is indivisible

That knowledge calls, ultimately, for a life of service

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# CONTENTS

<b>Academic Calendar</b> .....	4
<b>President's Message</b> .....	5
<b>Pepperdine University General Information</b> .....	7
History of the University.....	8
Colleges and Schools of the University.....	8
<b>School of Public Policy General Information</b> .....	13
Dean's Message.....	14
Accreditation.....	15
Campus.....	15
Chairs and Professorships.....	15
Davenport Institute for Public Engagement and Civic Leadership.....	16
Faculty.....	16
The Leadership Challenge.....	17
Policy Platform (Guest Speaker Program).....	17
Purpose and Philosophy.....	18
Student Life and Services.....	18
<b>Academic Programs of the School of Public Policy</b> .....	33
Master of Public Policy (MPP).....	34
Course Requirements for the Master of Public Policy.....	38
Course Descriptions for the Master of Public Policy.....	42
Joint Master of Public Policy and Juris Doctor (MPP/JD).....	58
Joint Master of Public Policy and Master of Business Administration (MPP/MBA).....	62
Joint Master of Public Policy and Master of Dispute Resolution (MPP/MDR).....	68
<b>Policies and Procedures</b> .....	75
Admission Information.....	76
Financial Information and Aid.....	84
Academic Policies.....	95
Regulations and Legal Notices.....	118
<b>Administration and Faculty</b> .....	159
<b>School of Public Policy Phone Directory</b> .....	178
<b>Index</b> .....	182
<b>Maps</b> .....	188

## School of Public Policy Academic Calendar

The Pepperdine University School of Public Policy academic year is divided into two semesters which run 15 weeks each. All units are semester units. Classes meet on all holidays not noted below. The School of Public Policy reserves the right to amend the calendar as needed.

### Fall 2014 (August 25–December 5, 2014)

August 18–22	Orientation for all beginning students
August 25	Fall semester classes begin; last day to register for fall semester without late registration penalty; add/drop and withdrawal periods begin (see applicable fees and refund schedule)
September 1	Labor Day holiday
September 5	Late registration and add/drop periods end
October 3	Faculty conference, no classes
October 8	Last day to complete admission file for students with an Unclassified Status
October 17	Last day to withdraw with grade of “W”
November 27–28	Thanksgiving holidays
December 1–5	Final examination period for fall courses
December 6–January 4	Winter break
December 24–January 1	University offices closed

### Spring 2015 (January 5–April 17, 2015)

January 5	Spring semester classes begin; last day to register for spring semester without late registration penalty; add/drop and withdrawal periods begin (see applicable fees and refund schedule)
January 16	Late registration and add/drop periods end
January 19	Martin Luther King, Jr., holiday
February 13	Intent to Graduate Form deadline
February 27	Last day to withdraw with grade of “W”
April 13–16	Final examination period for spring courses
April 17	Graduation

### Summer 2015 (April 27–August 7, 2015)

April 20–Aug 7	Summer Internships
May 25	Memorial Day holiday
July 3	Independence Day holiday observed
August 8–23	Summer break

## President's Message



I would venture that the benefits of an excellent education are among the few constants in this century of change and challenge. And at Pepperdine University, I feel confident in asserting that the benefit of a faith-inspired education, one which affirms the importance of quality, student-centered teaching and the value of your own spiritual journey, will prepare you abundantly for the career and life to which you aspire.

Pepperdine has a glorious history and a founder who believed not just in the young people who arrived and enrolled in 1937 in South Los Angeles, but in you. Beyond our nearly 7,300 students in five colleges, our community embraces more than 100,000 alumni around the globe, international campuses that will transform your life and worldview in the course of a semester or academic year, national-championship athletics, and a heart for service that beats devotedly on six continents through selfless acts and outstretched hands.

As you consider the part you will play in society and the career you hope to pursue, weigh carefully your college choice and the investment a university like Pepperdine is determined to make in *you*. It is our responsibility to afford you every opportunity to master the skills of critical thinking and discover your calling, with access to faculty—distinguished in their disciplines and professions—in an environment that is equipped for learning; indeed, one that is enabling, nurturing, and safe.

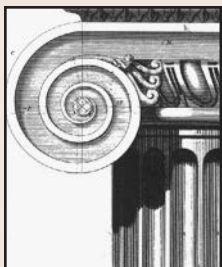
Welcome to Pepperdine, a distinctively different university. We pledge to prepare you well for a life of purpose, service, and leadership, if you will let us.

**Andrew K. Benton**

*President*



S. B. THORNTON ADMINISTRATIVE CENTER



PEPPERDINE  
UNIVERSITY  
GENERAL  
INFORMATION

## History of the University

Pepperdine University is an independent, private Christian university enrolling approximately 7,300 students in its five colleges and schools—Seaver College, the School of Law, the Graziadio School of Business and Management, the Graduate School of Education and Psychology, and the School of Public Policy. The University's world-renowned main campus is located on 830 acres in Malibu, California, overlooking the Pacific Ocean. Additionally there are four graduate campuses located around Southern California, as well as a Washington, D.C., campus. The University also has permanent study abroad campuses in Germany, England, Italy, Argentina, Switzerland, and China.

The University was founded in 1937 by Mr. George Pepperdine, a Christian businessman who started the Western Auto Supply Company. For the first 30 years of its life, the institution was a small, mostly undergraduate college. University status was achieved in 1970 as the institution added graduate and professional schools. In 1972, the University opened its new campus at Malibu.

Pepperdine University is religiously affiliated with Churches of Christ, of which Mr. Pepperdine was a lifelong member. Faculty, administrators, and members of the Board of Regents represent many religious backgrounds, and students of all races and faiths are welcomed. It is the purpose of Pepperdine University to pursue the very highest academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith.

## Colleges and Schools of the University

**The School of Public Policy** enrolls approximately 100 students and offers its Master of Public Policy (MPP) degree built on a distinctive philosophy of nurturing leaders to use the tools of analysis and policy design to effect successful implementation and real change. This requires critical insights balanced with personal moral certainties that only a broad exposure to great ideas, courageous thinkers, and extraordinary leaders can encourage. It prepares graduates for careers as leaders and seeks also to strengthen the institutions that lie between the federal government and the individual, including the family, religious organizations, volunteer associations, local and regional government, and nonprofit organizations. Joint degree programs include the MPP/JD degree and the MPP/MDR degree in conjunction with the School of Law and the MPP/MBA degree in conjunction with the Graziadio School of Business and Management. The Davenport Institute for Public Engagement and Civic Leadership educates, researches, and promotes to current and future public leaders the engagement of the greater public in making crucial local policy decisions. Along with current students, the institute works outside the classroom, training current municipal and civic leaders through regional seminars in skills development on issues ranging from participatory budgeting to planning.



**The School of Law** provides an excellent legal education within a values-centered context. It has an enrollment of approximately 650 full-time students. Special programs include the Geoffrey H. Palmer Center for Entrepreneurship and the Law, the internationally acclaimed Straus Institute for Dispute Resolution, and numerous clinical education programs. The Herbert and Elinor Nootbaar Institute on Law, Religion, and Ethics and the Special Education Advocacy Clinic contribute to the law school's distinctive approach to legal education. Approved by the American Bar Association and holding membership in the Association of American Law Schools and the Order of the Coif, the School of Law attracts students from throughout the nation.

**Seaver College** is the University's residential college of letters, arts, and sciences, enrolling approximately 3,300 undergraduate and graduate students who are expected to maintain the highest standards of academic excellence and personal conduct. An interdisciplinary curriculum requires each student to develop as a broadly educated person. Seaver College offers 44 bachelor's degrees, 9 master's degrees, and 1 post-baccalaureate certificate program in diverse fields of study.

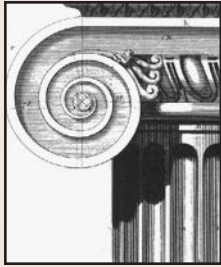
**The Graziadio School of Business and Management** is one of the nation's largest graduate business schools accredited by the Association to Advance Collegiate Schools of Business (AACSB International) and enrolls approximately 1,500 students in its full- and part-time programs. Founded in 1969, the school is named for its benefactor, the late cofounder, chair, and chief executive officer of Imperial Bancorp, George L. Graziadio. Its mission is to develop values-centered leaders and advance responsible business practice. Degree programs offered by the Graziadio School include the Master of Business Administration (MBA) for full-time students, working professionals, and high-level executives; the International Master of Business Administration (IMBA); the Master of Science in Organization Development (MSOD); the Master of Science in Management and Leadership (MSML); the Master of Science in Global Business (MSGB); the Master of Science in Applied Finance (MSAF); the Master of Science in Entrepreneurship (MSEN); and the undergraduate Bachelor of Science in Management (BSM). Special programs include a joint BSM and MBA program; joint degrees with Pepperdine University's School of Law (JD/MBA), School of Public Policy (MBA/MPP), and Seaver College (BS/MBA, BS/IMBA, or MS in Accounting); and certificate executive education programs that can be customized to meet an organization's specific learning needs. Degree programs are offered at the Graziadio School's headquarters located at the West Los Angeles Graduate Campus; the Drescher Graduate Campus in Malibu; and additional campuses located throughout Southern California including Encino, Irvine, and Westlake Village. The Executive MBA program is also available in Northern California.

**The Graduate School of Education and Psychology** enrolls approximately 1,600 students. With its main headquarters located at the West Los Angeles Graduate Campus, the Graduate School also offers select programs at graduate campuses in Malibu, Irvine, Encino, and Westlake Village as well as online. The Graduate School of Education and Psychology offers master's and doctoral programs in education and psychology which are founded on the scholar-practitioner model. The education programs prepare leaders in technological innovation and collaborative learning environments as well as those who create vision and manage change in business, health, and other social service professions. Students in the psychology programs are educated in current and emerging human service fields, including clinical psychology and marriage and family therapy. The focus is placed on the practitioner-scholar model of learning, with emphasis on discovery, scholarship, research, and clinical application. In conjunction with an excellent professional education, students are provided with personal attention in a Christian, values-centered context.



*Heroes Garden is located at one of the highest points on the Malibu campus.*





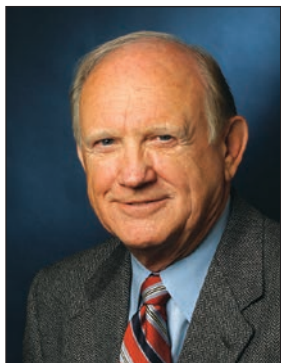
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INFORMATION

◀ *The Santa Monica mountains serve as a beautiful backdrop to the Malibu campus.*

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## Dean's Message



While a *Princeton Review* survey has more than once designated Pepperdine University's Malibu campus to be the most beautiful university campus in the nation, graduates of the School of Public Policy more often reflect on their experience at Pepperdine for different reasons. They remember that as students they were immersed in a curriculum that has garnered a reputation for being one of a kind. Like other programs, students move purposefully through a progression of courses that have been carefully crafted to strengthen the indispensable tools of public policy analysis.

But the program's uniqueness is particularly evident in its extraordinary emphasis on developing and nourishing the knowledge, skills, and personal character traits of the leadership required to put best policies into action.

The larger purpose of our carefully constructed progression of student experiences—inside and outside of the classroom—is to nurture the profile one would expect to see in the change agents that populate and give life and meaning to a variety of organizations. These organizations reach all the way from the White House to major corporations, from global nonprofit organizations solving earth's most pressing problems to state and local groups of committed citizens working close to thorny problems of ignorance, disease, and poverty.

In small classes, where students get to know their professors intimately, they are challenged to listen to their better instincts and believe in their unlimited potential. The kinds of students who find that they thrive in this atmosphere of high expectations, surrounded by people who care, do well at Pepperdine.

**James R. Wilburn**

*Dean*

*School of Public Policy*

## Accreditation

Pepperdine University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001.

## Campus

The School of Public Policy is located on Pepperdine University's Drescher Graduate Campus overlooking the Pacific Ocean in Malibu, California. The magnificent 830-acre campus, most of which remains in a natural state, enjoys a commanding view of the winding seashore and the rugged beauty of the adjacent Santa Monica mountains.

Though Malibu enjoys clean air and dramatic mountain and ocean scenery and lies in Los Angeles County, about an hour from downtown Los Angeles and the Los Angeles International Airport. As a world center for trade, recreation, culture, industry, and education, Los Angeles offers students the advantages of a vast metropolitan area.

The Malibu campus facility includes libraries, bookstores, cafeterias, and offices for faculty as well as student services.

The University's Olympic-sized Raleigh Runnels Memorial Pool, Firestone Fieldhouse, Ralphs-Straus Tennis Center, and other recreational facilities are available for student use during specified times.

## Chairs and Professorships

### **Robert and Katheryn Dockson Endowed Professorship**

Robert Dockson, a University Life Regent and long-time business leader, and his wife, Katheryn, provided the school's first endowed professorship.

### **Edward L. Gaylord Endowed Chair in Public Policy**

In 1994, Edward Gaylord and the Sarah Scaife Foundation provided gifts to Pepperdine to create the first endowed chair of the School of Public Policy.

### **Ronald Reagan Endowed Professorship**

Flora Laney Thornton, who served both as a University Regent and Life Regent, provided an endowed professorship in honor of President Ronald Reagan.

### **William E. Simon Distinguished Visiting Professorship**

The William E. Simon Distinguished Visiting Professorship is funded by the William E. Simon Foundation, giving the school the opportunity to invite a series of nationally recognized individuals to be in residence, teach, and devote significant time as mentors to student scholars.

### **William A. Simpson Chair in the School of Public Policy**

The William A. Simpson Chair in the School of Public Policy will be established to provide permanent, annual funding of a faculty position in the School of Public Policy.

## Davenport Institute for Public Engagement and Civic Leadership

The Davenport Institute for Public Policy was founded in 1996 and in 2010 partnered with the nonprofit, multi-partisan organization Common Sense California to become the Davenport Institute for Public Engagement and Civic Leadership. The institute trains, researches, and promotes an increasingly important leadership skill: how to engage residents in making difficult local policy decisions. The institute also sponsors an annual Public Engagement Grant program in support of local governments across California seeking to engage citizens on a variety of issues. Through its fellows, conferences, training programs, and grants, the Davenport Institute seeks to promote civic engagement in the School of Public Policy classroom as well as in the “town square.”

The Davenport Institute also serves as an organizational liaison between the school and the “world” of local government, inviting leading speakers to engage students on issues facing municipalities and promoting internships to students. The institute has been instrumental in developing the School of Public Policy’s student chapter of the International City/County Management Association, only the second such chapter in California, as well as in facilitating the annual City Manager in Residence program.

In 2000, the institute was named in honor of David Davenport, the University’s sixth president, and an endowment of \$3 million was established.

### Faculty

The faculty of the School of Public Policy is drawn from leading academics and practitioners in the various fields of public policy. Faculty members are carefully chosen for their high academic qualifications, their real-world orientation, and their philosophical congruence with the values of the school. The school’s view of teaching and scholarship integrates instruction with research; focuses on the student; and makes informed, practical applications at all levels of planning and decision making.

A distinctive feature of the school is the use of distinguished public policy scholars and practitioners to augment its own full-time faculty and the faculty of the University’s four other schools. As is the practice at Pepperdine’s other schools, many of the leading practitioners in the country enjoy opportunities to teach and lecture at the school on short-term appointments. Their contributions add significantly to the richness of the student experience as well as to the anticipated outreach of the school to its wider community. For example, visiting faculty are composed of scholars from leading institutions, foundations, and think tanks. This significant use of visiting scholars and practitioners, more widely accepted in a teaching professional school than in a research university setting, contributes to the distinctiveness of the Pepperdine program.



## The Leadership Challenge

It is the goal of Pepperdine's School of Public Policy to comprehend, address, and in some instances influence the world's crucial public policy questions with well-educated practitioners, analysts, and leaders. Through forums and conferences, the school engages professionals from other nations to share foreign policy ideas with Malibu-based students and faculty.

With its strategic location on the Pacific Rim, Pepperdine is positioned to stage timely and vital seminars on such subjects as foreign trade, economic development, and social and environmental issues for executives from agencies around the world.

### Policy Platform (Guest Speaker Program)

Throughout Pepperdine's 77-year history, scores of noteworthy public- and private-sector officials have visited the University campus and addressed both social and academic gatherings. The School of Public Policy aims to unite students frequently with public policy advisors and governmental luminaries responsible for shaping policy within their respective spheres of influence, thus becoming a viable partner in the policy community.

Each year students interact with numerous visiting scholars and policy leaders. Students have had intimate conversations with such leaders as William Bennett, author; Jeb Bush, 43rd governor of the State of Florida; Kim Campbell, former Canadian prime minister; Beth Fischer, professor, University of Pittsburgh; Karen Elliott House, Pulitzer Prize-winning reporter and former publisher of the *Wall Street Journal*; Dennis Prager, author, lecturer, teacher, and theologian with a nationally syndicated radio talk show; Pierre-Richard Prosper, former U.S. ambassador-at-large for war crimes issues; Richard Riordan, former mayor of Los Angeles; Natan Sharansky, chairperson of the executive, Jewish Agency of Israel; the Honorable William E. Simon, Sr., former U.S. Secretary of the Treasury; William E. Simon, Jr., former Republican gubernatorial candidate for California and cofounder, William E. Simon and Sons; Kirsti Westphalen, general consul of Finland; and other scholars from leading institutions, agencies, and think tanks.

## Purpose and Philosophy

Pepperdine University's School of Public Policy takes a fresh, innovative, and student-centered approach to the increasingly important interdisciplinary field of public policy. Pepperdine's program is built on a distinctive philosophy that impacts the study and application of public policy in several important respects:

- Public policy is not limited to the study of government solutions, but is broadened to embrace a full range of community-based and free-market approaches to public policy challenges.
- Effective public policy solutions are rooted in the classic literature of history, philosophy, and economics and are guided by moral and ethical principles best captured in the lives of great leaders.
- The teaching of public policy goes beyond the theoretical survey of problems, highlighting policy applications that have proven to be effective.
- Many policy challenges are best resolved at regional and local levels. Southern California and Los Angeles provide an ideal laboratory in which to study such issues.

Whatever one's political views, those who shape public policy today are confronted by challenges of unprecedented magnitude. In no field is there greater need for the moral, ethical, and spiritual paradigm that the founding mission and enduring philosophy of Pepperdine University encourages. This strong focus on the student's character at the heart of the educational enterprise is especially fitted to nurture the next generation of policy leaders.

## Student Life and Services

### Academic and Career Counseling Services

Individuals who are considering applying to the program should contact the assistant dean for student services for general information. Enrolled students are provided academic and career counseling through the faculty and staff. The goal of career services is to equip students with the tools to manage their own career planning efforts.

### Alumni Association

Graduates of the School of Public Policy become members of the University Alumni Association and have an opportunity to take part in University as well as school alumni activities. Alumni of the School of Public Policy are eligible to receive the following: lifetime e-mail forwarding, access to the Pepperdine Alumni Network website, bookstore discounts, library privileges, insurance, and discount tickets for athletic and Center for the Arts events. Information on these services is available at [pepperdine.edu/alumni](http://pepperdine.edu/alumni).

## Athletic Facilities

Students possessing a valid Pepperdine student identification card may use the fully equipped athletic facilities during specified times. Facilities include tennis courts; an Olympic-sized swimming pool; a track and field; and a gym, which contains treadmills, ellipticals, stationary bikes, stairmasters, and both machine-based and free-standing weight-lifting equipment.

## Bookstore

Bookstores operated by Follett College Stores are maintained in the Center for Learning and Technology on the Drescher Graduate Campus and in the Tyler Campus Center. School of Public Policy students may purchase textbooks and materials at the Drescher Graduate Campus location. Textbooks also may be ordered online at [pepperdine-drescher.bkstr.com](http://pepperdine-drescher.bkstr.com). The Drescher Graduate Campus bookstore can be contacted at (310) 506-8569; its hours are Monday through Friday, 9 a.m. to 4 p.m.

## Campus Recreation

Campus Recreation is committed to providing high-quality recreational activities for individuals and groups to enhance personal fitness, wellness, and enjoyment. The department offers a comprehensive recreation program that promotes personal enrichment, learning, and development through cooperative and competitive play, instructional and group fitness classes, special events, cardiovascular and strength training, outdoor education, and educational workshops.

To see facility hours, group exercise class offerings, and a calendar of events, visit [pepperdine.edu/campusrecreation](http://pepperdine.edu/campusrecreation).

## Community Counseling Clinics

Pepperdine University's Graduate School of Education and Psychology maintains three on-campus counseling centers at the West Los Angeles, Encino, and Irvine Graduate Campuses. Each clinic provides comprehensive and affordable psychological services to the general community and Pepperdine University students. Psychological services offered include individual, couples, and family psychotherapy; psychological assessment for clinic therapy clients; assistance and support in examining vocational issues; and educational therapy. Services are provided by Pepperdine doctoral and master's student therapists under the supervision of licensed psychologists and licensed mental health professionals. The clinic staff is committed to providing high-quality, individualized counseling within a supportive and accepting environment.

For more information about clinic services or to make an initial appointment, call any of the following locations:

Encino.....	(818) 501-1678
Irvine.....	(949) 223-2570
West Los Angeles.....	(310) 568-5752

## **Computer Store**

The Computer Store serves as a discount computer store for University faculty, students, and staff. Through established partnerships with select vendors, the Computer Store offers special pricing on laptops, software, and discounted cellular phone service subscriptions. Visit the Computer Store online at [community.pepperdine.edu/computerstore](http://community.pepperdine.edu/computerstore).

## **Counseling Center**

The Counseling Center promotes mental health in the Pepperdine community. Academic success, social relationships, physical health, and spiritual well-being are often affected by mental health issues. Students are encouraged to be mindful of this important component of self-care.

All currently enrolled Pepperdine students are eligible to seek free confidential counseling services at the Counseling Center. Services address day-to-day stressors, such as time management, relationships, and sleep difficulties. The professionals on staff are also prepared to respond to more serious mental health concerns, including eating disorders, substance abuse, anxiety, and depression.

The Counseling Center operates primarily on a brief therapy model. Although exceptions can be made, most issues are expected to be resolved in no more than 10 sessions. If it is determined that a higher level of support or care is necessary, the center staff will assist students in finding a provider in the community, keeping in mind special needs, transportation, and insurance considerations.

Beyond counseling, the center staff also offers consultation for persons who want to assist someone else. If a student, parent, or faculty member would like to know how to respond to a student with mental health concerns, the center staff will help to identify an appropriate response, including, if necessary, how to suggest the student seek professional services.

The Counseling Center employs a consulting psychiatrist to provide mental health medication management. There is a minimal charge for psychiatric services.

Call (310) 506-4210 to make a counseling appointment or to speak with Counseling Center staff. The Counseling Center is located on the main campus in the Tyler Campus Center, Suite 270. For after-hours emergency mental health situations, call Public Safety at (310) 506-4441. For more information, visit the Counseling Center website at [services.pepperdine.edu/counselingcenter](http://services.pepperdine.edu/counselingcenter). To learn more about counseling related to drug and alcohol issues, students should call the office or visit the website and click on the link "Alcohol and Drugs."

## **Dining Services**

Food and beverages are provided for sale through Pepperdine Dining Services. Students, faculty, staff, and community members may dine in the Margaret M. Rockwell Student Dining Center (Drescher Café) on the

Drescher Graduate Campus, in the Edward and Jill Di Lorento Dining Room (School of Law Cafe) at the School of Law, or in the Leon Sr. and Bessie M. Rockwell Dining Center (Waves Cafe) at Seaver College. There are also multiple dining locations within the Tyler Campus Center, including Nature's Edge, Jamba Juice, La Brea Bakery, and other small locations across campus, such as the HAWC Cafe, Wave's Break Coffee Cart, Cafe Fresca, and the Fieldhouse Kiosk.

Pepperdine's dining program is designed around an a la carte pricing system using points. Points are accessed using the student's Pepperdine identification card, which acts as a debit card for food. Meal plans are charged against the student's account and can be purchased through the Office of Housing and Residence Life. Meal plan options including rollover point details can be found at [community.pepperdine.edu/housing](http://community.pepperdine.edu/housing).

Students are required to show their identification cards when purchasing food on campus. Students may purchase meals for friends and relatives but must be present to purchase the meals.

Students who are not on the meal plan may also take advantage of the convenience of dining services. Waves Cash may be added to any Pepperdine identification card in any amount by visiting [webdeposit.pepperdine.edu](http://webdeposit.pepperdine.edu). All dining locations also accept cash and all major credit cards.

Dining courtesy is expected at all times in every facility. Students disregarding such courtesy are subject to disciplinary action including, but not limited to, the loss of dining privileges. For more information, visit [dining.pepperdine.edu](http://dining.pepperdine.edu).

### **Cafe Fresca**

This grab-and-go cafe, located in the Center for Communication and Business, features La Brea Bakery sandwiches, Simply-to-Go items, salads, sushi, and beverages for a quick snack or meal before class.

### **Drescher Cafe**

Situated in the Villa Graziadio Executive Center, the Drescher Cafe is a full-service cafe offering a unique menu. Students may enjoy an udon noodle bar, an Asian stir fry station, hot entrees, a pizza station, and a grill serving favorite American foods.

### **Fieldhouse Kiosk**

This convenient dining location is located in the Firestone Fieldhouse and offers sandwiches, salads, snacks, and beverages to those visiting the gym, pool, or athletics department.

### **HAWC Cafe**

This cafe is located on the second floor of the Howard A. White Center and features gourmet coffee; made-to-order pastas; warm brownies; and "small plates" of delicious foods, such as sliders, hot wings, and flatbread pizzas.

**Jamba Juice**

Jamba Juice, located on the second floor of the Tyler Campus Center in the Sandbar student lounge, offers delicious and nutritious smoothies throughout the day.

**La Brea Bakery**

La Brea Bakery, voted the #1 bakery in Southern California, is located on the first floor of the Tyler Campus Center and offers a full Peet's coffee bar as well as a wide selection of pastries, grab-and-go sandwiches and salads, freshly prepared panini, and soups.

**Nature's Edge**

Nature's Edge, located on the first floor of the Tyler Campus Center, offers convenient access to organic and healthy options to meet the dietary needs of the community. Students will find hot vegan and vegetarian meals and soups, gluten-free items, and organic snacks.

**School of Law Cafe**

The School of Law Cafe is located on the first floor of the Pepperdine Law School. The School of Law Cafe offers hot entrees, made-to-order grill options, a salad bar, soups, pizza, made-to-order sandwiches, La Brea Bakery sandwiches, and Simply-to-Go salads.

**Wave's Break Coffee Cart**

The coffee cart is located near the fountain in Joslyn Plaza. This location offers a wide variety of Peet's coffee and espresso beverages, grab-and-go bakery items, snacks, and fresh fruit.

**Waves Cafe**

The Waves Cafe is the University's main dining facility located on the first floor of the Tyler Campus Center. The Waves Cafe features four entree stations serving freshly prepared items including vegan and vegetarian entrees, a salad bar, a pizza bar, made-to-order sandwiches, bakery items, a cereal bar, and a choice of gourmet soups and desserts.

**E-mail**

Every Pepperdine University student is provided with a Pepperdine e-mail account upon enrollment, ending with "@pepperdine.edu." The University and School of Public Policy administration depend upon these e-mail accounts to disseminate critical announcements and important news. Students will be held responsible for all information sent to this account by faculty and/or administration, and sending an e-mail to this account will at all times serve as official notification regardless of whether the student reads a specific e-mail or otherwise maintains the account. Not having read a specific e-mail or not reporting technical problems with an account will not be considered a justifiable reason for nullifying this notice provision. Students are required to check their accounts regularly and to report any problems.

## **Health Insurance**

All graduate and law students registered at the Malibu campus are required to furnish verification of health insurance. All international students registered at the Malibu campus are required to purchase insurance with U.S. coverage. Malibu students must submit an electronic waiver of proof of insurance annually or they will be enrolled automatically in the University Student Health Insurance Plan (SHIP). Nondegree and exchange students are exempt from the insurance requirement but are eligible to purchase SHIP on a voluntary basis. The University requires health coverage for the purpose of limiting undue financial and academic stress related to illnesses or injuries during the academic year. A health policy will assist in meeting the financial burden of not only common illnesses treated at the Student Health Center or at a private physician's office, but also illnesses and accidents involving more extensive care. SHIP is open to all registered students online at [studentinsurance.wellsfargo.com/~pepperdine](http://studentinsurance.wellsfargo.com/~pepperdine).

University health insurance is intended to provide the lowest premium for the student while providing the greatest benefit; however, students may purchase any policy that has comparable coverage to the University policy.

For more information and to view the insurance plans offered, visit [studentinsurance.wellsfargo.com/~pepperdine](http://studentinsurance.wellsfargo.com/~pepperdine).

## **Housing**

Graduate students may reside in private housing or in University apartments on campus. School of Public Policy students are typically assigned to the Drescher Graduate Campus Apartments. Students enrolled in a joint degree program may be placed in either the Drescher Graduate Campus Apartments or the George C. Page Residential Complex. In the Drescher Graduate Campus Apartments, each resident has his or her own bedroom in a four-bedroom apartment. Additional information is available at [pepperdine.edu/housing](http://pepperdine.edu/housing).

## **Immunization Requirement**

Graduate students need to update their immunization status. Although the following immunizations are not required for graduate school entry, they are strongly recommended by the American College Health Association and the Centers for Disease Control and Prevention: tetanus/diphtheria/pertussis (booster within 10 years); measles, mumps, and rubella (MMR); hepatitis A and B; meningitis (Menactra) for those students under the age of 25; and a negative TB test (PPD or IGRA) within the past year. For more information regarding these immunizations, students should contact their health provider or the Student Health Center at (310) 506-4316, option 3. Students may also visit the website at [community.pepperdine.edu/healthcenter](http://community.pepperdine.edu/healthcenter).

## **Information for Students with Disabilities**

Pepperdine University is committed to complying with all mandates set forth in Section 504 of the Rehabilitation Act and the Americans with Disabilities

Act. Students with disabilities requesting accommodations should contact the University's Disability Services Office (DSO) before their academic program begins. Upon verification of the student's disability, the DSO will work with each student on a case-by-case basis to determine appropriate accommodations while maintaining academic integrity of the courses. Students should expect a two-week time frame in which the documentation and accommodation request will be reviewed. If the documentation is incomplete and/or does not meet the DSO guidelines, students will be required to submit complete documentation before accommodations may be granted.

Students who are registered with the DSO will receive accommodation letters to provide to faculty verifying their accommodations. Students must request accommodations each semester through the submission of a completed Service Request Form.

Inquiries should be addressed to the director of disability services at (310) 506-6500. Visit the DSO website at [pepperdine.edu/disabilityservices](http://pepperdine.edu/disabilityservices) for further information regarding documentation guidelines, office forms, and resources for students.

### **Information Technology**

The Information Technology (IT) department provides a full range of technology services for University students. Each of the University's campuses features modern classrooms with digital projection and wireless Internet access as well as multiple general-use computer labs that provide wired and wireless connectivity, fee-based black-and-white and color printing, and photocopying.

Students can call the IT Anytime Support Desk for technology support at (310) 506-HELP (4357) or (800) 767-8623 (toll free in U.S.), 24 hours a day, 365 days a year. In addition, IT staff are available at each campus to provide technology assistance.

Students are required to abide by the Computer and Network Responsible Usage Policy. Details are included in the "Regulations and Legal Notices" section of this catalog and are published on the Information Technology website. More information about Information Technology services is available at [community.pepperdine.edu/it](http://community.pepperdine.edu/it).

### **Libraries**

The Pepperdine community is served by six libraries in the Los Angeles area. The Payson Library, School of Law Library, and Drescher Graduate Campus Library are all located on the Malibu campus. Additional University libraries include the West Los Angeles Graduate Campus Library, the Encino Graduate Campus Library, and the Irvine Graduate Campus Library.

Library materials are listed in the online catalog, which is accessible at each library location and online at [library.pepperdine.edu](http://library.pepperdine.edu). All circulating items in the Pepperdine libraries are available to all students and alumni and may be requested through the catalog for pickup at the Malibu or graduate campuses.



For current Pepperdine students, a variety of electronic resources, including databases, journal articles, books, dissertations, and reference items, is available online.

Reference librarians are available for research assistance during posted hours at Payson Library, Drescher Graduate Campus Library, West Los Angeles Graduate Campus Library, Encino Graduate Campus Library, and Irvine Graduate Campus Library. E-mail, chat, and text reference services are also available online. Additional information about University libraries may be found on the website at [library.pepperdine.edu](http://library.pepperdine.edu).

Study rooms are available to current students, faculty, and staff. Rooms at all of the University libraries may be reserved online and may also be booked on any smartphone with Internet access at [libraryrooms.pepperdine.edu](http://libraryrooms.pepperdine.edu).

### **Lisa Smith Wengler Center for the Arts**

Smothers Theatre, Raitt Recital Hall, and Lindhurst Theatre are host to internationally acclaimed performers as well as Pepperdine student productions. Pepperdine students are admitted to events at a greatly reduced student ticket price. The Frederick R. Weisman Museum of Art offers exhibitions throughout the year that feature an international sampling of art and design. Admission to the museum is free. For more information, visit the Center for the Arts website at [arts.pepperdine.edu](http://arts.pepperdine.edu).

### **Mail Services**

Pepperdine Mail Services and its retail window are open to the University community Monday through Friday, 7:30 a.m. to 5:30 p.m. Pepperdine Malibu Mail Services and Automation Services as well as Central Receiving are located on the Facilities Management and Planning pad. West Los Angeles Graduate Campus Mail Services is located in Room 105.

Students may mail letters, packages, or express packages or may purchase stamps at the Mail Services retail window. Limited mailing supplies also are available for purchase at the retail window.

All mail for the Drescher Graduate Campus student mailboxes will be sorted to the individual mailboxes in the afternoon. Packages that are too large for the mailbox will have a notification e-mail sent to their Pepperdine e-mail account and can be picked up in Mail Services on the Facilities Management and Planning pad.

All incoming mail must have a student name and mailbox number included in the address. Mail Services reserves the right to open and/or return any mail not displaying a student name. Any mail that comes in without a box number must be looked up before being processed. To ensure prompt delivery to each mailbox, all student mail should be addressed in the following manner:

Student Name

Pepperdine University

24255 Pacific Coast Highway (student's four-digit box number)

Malibu, CA 90263-(student's four-digit box number)

Student mailboxes are for University business or personal mail only. No commercial business may be conducted using the Pepperdine mailbox address.

Students will forfeit their mailboxes if they leave the University except in the case of emergency. Mail Services must be notified when students leave for the summer in order for their mailboxes to be retained. Students must fill out a mail forwarding form and submit it to Mail Services if they are graduating or leaving for the summer. Only first-class mail, periodicals, and parcels of obvious value will be forwarded.

### **Office of International Student Services**

The Office of International Student Services (OISS) issues the Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status, to international students who have been granted admission to Pepperdine University. International students registering at Pepperdine for the first time must report to the OISS on the Pepperdine campus in Malibu to meet with a designated school official for compliance with government regulations. The OISS provides information on immigration, employment, tax requirements, and other matters related to the maintenance of legal nonimmigrant status in the United States. For more information, call (310) 506-4246.

Health and accident insurance coverage is mandatory for international students.

### **Parking Information**

Parking on the Malibu campus is free, but valid parking permits are required and their display mandated at all times when on campus. Parking permits can be obtained online. Students should visit Pepperdine University's Department of Public Safety website to register their vehicles. All vehicles must be registered through the Department of Public Safety. Additional information is available on the website at [pepperdine.edu/publicsafety/parking/vehiclereg.htm](http://pepperdine.edu/publicsafety/parking/vehiclereg.htm).

The California Vehicle Code, Section 21113(a) empowers University Regents to establish parking and traffic regulations on University property. Unless otherwise provided for by these regulations, all of the provisions of the California Vehicle Code relating to traffic upon the highways shall be applicable on Pepperdine University property. Pepperdine University parking and traffic regulations are adopted by the Board of Regents and are available for review in the Office of the President and the Department of Public Safety.

### **Shuttle Services**

The University provides free on-campus shuttle service as well as a Malibu shopping shuttle. Consult the website for detailed shuttle schedules at [community.pepperdine.edu/businessservices/transit/schedule.htm](http://community.pepperdine.edu/businessservices/transit/schedule.htm).

### **Blue Route**

The Blue Route circles the campus clockwise and leaves the main lot every 15 minutes beginning at 8 a.m. and ending at 5:15 p.m.

### **Orange Route**

The Orange Route circles the campus counter-clockwise with two shuttles. The first Orange Route shuttle leaves the main lot every 20 minutes beginning at 8 a.m. and ending at 10:30 p.m. The second Orange Route shuttle circles the campus counter-clockwise and leaves the main lot every 20 minutes beginning at 8:10 a.m. and ending at 4 p.m.

### **Malibu Shopping Shuttle**

The shopping shuttle leaves the main lot at 11:50 a.m., 12:50 p.m., 3:50 p.m., and 4:50 p.m. The shuttle runs Monday through Saturday. The last pickup in Malibu for return to campus is at 5:24 p.m. at the Bank of America. Note: The shopping shuttle runs only Monday through Friday during the first and second summer semester blocks.

### **Student Health Center**

The Pepperdine Student Health Center is committed to providing high-quality, multi-specialty, and low-cost healthcare to the diverse community of students. The primary focus is to keep students healthy by providing preventive care, treating illness and injury in a timely manner, and making appropriate referrals when necessary. Health education is emphasized with an aim to provide care in a confidential, respectful, and safe environment. Honest, open communication is encouraged. The health center staff is dedicated to perpetuating the wellness of the whole being—body, mind, and spirit.

The health center functions similarly to a family practice office and provides a wide variety of services, which include care for respiratory problems, women's and men's health, dermatology, sports medicine, immunizations, labs, in-house testing, nutrition, massage therapy, and administering medications. In addition, the health center offers specialized clinics such as flu vaccination, travel medicine, allergy, and STI/HIV testing. All information reported at the health center is confidential and is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which protects the disclosure of health information.

Students seeking medical care at the center will be charged an initial fee, and follow-up visits will be charged based on the complexity of the service provided. All charges are kept at a minimal cost, and insurance companies will often reimburse for costs incurred. Ancillary services such as medications, injections, lab work, and minor surgical and elective procedures carry additional charges. Because students are required to carry health insurance, all health center fees can be charged to the student's account and a super bill can be provided to submit to the insurance company for reimbursement. Students wishing to see an off-campus medical provider (such as a physician, dentist, or optometrist) are encouraged to contact the center for referral information. Students enrolled in the student health plan must first be seen at the health center to be referred to an outside specialist.

All registered students have access to the off-site Pep-RN Nurse Advice Line 24 hours a day, seven days a week by calling (800) 413-0848. The nurse line

is staffed with registered nurses who can help students determine if they need to seek medical care, understand their medications or medical procedures, or learn ways to stay healthy.

The Student Health Center sees patients by appointment. Walk-ins are welcome, with priority given to scheduled appointments, except in an emergency. The center is located at the northwest corner of the Rho parking lot at Towers Road. Hours of operation are Monday through Friday, 8 a.m. to 5 p.m. Appointments can be made by calling (310) 506-4316, option 3 or online at [pepperdine.medicatconnect.com](http://pepperdine.medicatconnect.com). For more information, visit [community.pepperdine.edu/healthcenter](http://community.pepperdine.edu/healthcenter).

### **Student Organizations**

Thirteen national fraternities and sororities, 16 honorary societies, and more than 70 additional student organizations have local chapters on the Pepperdine University campus. Students have the option to participate in one or more of the following School of Public Policy organizations.

#### **Christianity and Public Policy**

Christianity and Public Policy is a student organization dedicated to the practical application of the Christian faith in the public square through deliberation, examination of Biblical and other literary text, community involvement, and fellowship.

#### **Churchill Society**

The Churchill Society of Pepperdine University is a student organization dedicated to the study of leadership, prudence, and community in public policy.

#### **International City/County Management Association Student Chapter**

In collaboration with the School of Public Policy's Davenport Institute for Public Engagement and Civic Leadership, Pepperdine is host to a student chapter of the International City/County Management Association (ICMA). Pepperdine's program is the second such program in California, where student members are offered a number of resources including access to ICMA online, which includes research and job postings; free registration for the ICMA annual conference; guidance from a current California city manager who serves as a professional mentor for the chapter; and on-campus speaking engagements with those who have careers in local government. ICMA is the professional and educational association for appointed local government administrators throughout the world.

#### **Pepperdine Policy Review**

The *Pepperdine Policy Review* is a student-run journal that showcases the best scholarly work of School of Public Policy students at Pepperdine University. It features articles, commentaries, opinion pieces, and book reviews that address a variety of issues from healthcare and national security to political philosophy.

### **Pi Alpha Alpha**

Pi Alpha Alpha is the national honor society formed to recognize and promote excellence in the study and practice of public affairs and administration, and membership in Pi Alpha Alpha identifies those with the highest performance levels in educational programs, preparing them for public service careers.

### **Women in Public Policy**

Women in Public Policy (WPP) is a Pepperdine University School of Public Policy graduate student organization established to promote the development of women in the academic and professional arenas. Through a blend of guest speakers, community involvement, social activities, and seminars, WPP supports and encourages women as they tackle unique challenges in public policy. While ethnically and politically diverse, these women share a commitment to use innovative solutions to address the complex problems facing the United States and the world.

### **Substance Abuse Counseling**

Free and confidential assessment and treatment services are available to all graduate students who are experiencing problems related to alcohol and/or drug use. For some students, these problems stem from their own misuse of alcohol and other drugs, while others might be experiencing the challenges of dealing with a friend or family member who has an alcohol or drug problem. A counselor can help students understand the causes of the problem; the relationship of alcohol and drug use to other underlying issues (for example, anxiety, depression, or relationship problems); and what options are available at Pepperdine and within the community to support their goals. The Counseling Center offers a Self-Management and Recovery Training (SMART) group for students interested in learning how to manage their substance use and can provide off-campus referrals to other local self-help meetings such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA). To learn more about counseling related to drug and alcohol issues, students should call the Counseling Center at (310) 506-4210 or visit the website at [community.pepperdine.edu/counselingcenter](http://community.pepperdine.edu/counselingcenter) and click on the link "Alcohol and Drugs."

### **Tech Central**

Tech Central is Pepperdine University's student support center, offering total technology support for students. Tech Central is located on the second floor of Payson Library on the Malibu campus. Visit Tech Central online at [community.pepperdine.edu/techcentral](http://community.pepperdine.edu/techcentral).

Hours of operation are Monday through Thursday, 10 a.m. to 8 p.m., and Friday, 10 a.m. to 6 p.m. Tech Central may be contacted at (310) 506-4811 or by e-mail at [tech.central@pepperdine.edu](mailto:tech.central@pepperdine.edu).

### **Third-Party Vendors**

In order to best serve its students, the University engages various third-party vendors to provide, for example, food, beverage, bookstore, and other services for the University community. As a good steward of its limited resources, the University periodically reviews these relationships to ensure that students' interests continue to be well served and that appropriate quality levels are maintained.

### **Travel Agency**

Pepperdine University in conjunction with Corniche Travel offers a complete travel department located in the Printing Services building on the Facilities Management and Planning pad. The travel department offers air, hotel, ground transportation, group and meeting planning, and exclusive value-added vacation specials. Hours of operation are Monday through Friday, 8 a.m. to 4:30 p.m. Any registered student may use the service and make travel arrangements in person, by telephone at (310) 506-4562, or by e-mail at [pepperdinetraavel@corniche.com](mailto:pepperdinetraavel@corniche.com).

### **University Card Services**

Students are able to use their student identification cards for the purchase of photocopies for copy center services provided by Printing Services or food and beverages from any dining location on campus. There is no charge for a student's first identification card. The fee to replace lost or stolen identification cards is \$15. Students may get a replacement identification card at OneStop, located on the second floor of the Thornton Administrative Center. The replacement fee can be charged to the student account.

The One Card Web Deposit at Pepperdine University is a free online service designed to provide students with the convenience of adding money to their campus identification cards anywhere and anytime. Students or guests (for example, parents) can add money to campus card accounts online with a credit or check card. Deposits made online are secure and accounts are updated immediately. The website allows card holders to view their account balance or transaction history and report a lost or stolen card. Students may log on to the One Card Web Deposit site at [webdeposit.pepperdine.edu](http://webdeposit.pepperdine.edu).

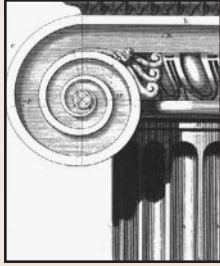


Students enjoy their lunch break on the Gull's Way patio overlooking the Pacific Ocean.









ACADEMIC  
PROGRAMS  
OF THE  
SCHOOL OF  
PUBLIC POLICY

◀ *The Drescher Graduate Campus occupies one of the highest points on Pepperdine's Malibu campus and offers a commanding view of the Pacific Ocean.*

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# MASTER OF PUBLIC POLICY (MPP)



*Graduation is held annually in the spring at Alumni Park overlooking the Pacific Ocean.*

The Master of Public Policy (MPP) requires 64 units of course work, four 4-unit courses each semester for two academic years (four semesters). The first year is composed primarily of core courses and provides a foundation for the student's specialization courses, most of which are taken in the second year.

## **Workshop, Internships, and Projects**

In addition to regular credit courses, each student is required to complete two non-credit experiences, which are critical to developing leadership in real-world situations. These begin with a mandatory Orientation Workshop at the beginning of the program, followed by a mandatory Summer Internship between the first and second years. Finally, a capstone project will be developed during the final semester's Policy Research Seminar (Capstone) for credit, which may be presented to a board of academic and real-world practitioners. This experience also permits another assessment of individual progress in developing leadership skills and personal values. This major policy proposal with a member of the faculty or a committee of faculty and board of visitors is designed to provide focus and fuel for successful undertakings and to assist students with career planning.

### **Orientation Workshop**

The Orientation Workshop is an intensive overnight workshop that is mandatory for all new students and held the week before formal classes begin over several 8- to 12-hour days. It provides an opportunity for reflection on personal values and life goals. It also provides practical and intensive exercises in developing skills in team building, which students can use in learning teams during the program as well as in their eventual positions of leadership beyond their academic experience. The intended outcome is a cohesive learning cohort of students who will spend the next two years together, assisting each other in developing their skills to their fullest potential through collaborative learning and mutual encouragement in spiritual and social as well as intellectual growth.

### **Summer Internship**

The required 240-hour Summer Internship should be selected in an agency related to the student's area of specialization and must be completed prior to the first semester of the second year. Such agencies may be local, state, or federal government; nonprofit organizations; or an international experience in a non-U.S. setting to prepare for foreign service after graduation. The internship should provide a perspective on how the methods and theories learned in the cases studied in the classroom may find practical expression in non-textbook and complex real-life settings. No credit will be given for work done without approval or prior to entering the program.

## Summer Internship Procedures and Requirements

It is the student's responsibility to follow the internship procedures and requirements shown below as well as to ultimately secure a Summer Internship. Students should monitor their "To Do" items in the WaveNet student portal to track progress toward completion.

1. Each student is expected to meet with the director of career services to determine interest in a field of study within his or her first month at the School of Public Policy. The Office of Career Services will assist the student in résumé writing, gaining contacts and leads for internships, and career-related strategies. Prior to the end of the fall semester and before the Summer Internship approval can be granted, students must have an approved résumé on file.
2. Each student is responsible for securing his or her own Summer Internship. The student must get approval from the director of career services on a graduate-level, substantive, policy-related internship. The student must then complete and submit the Internship Agreement Form prior to starting the internship. The form is an agreement with the organization offering the internship and requires signatures of the student and the supervisor from the organization where the internship has been secured. This form must be submitted to the director of career services by the end of a student's second semester at the School of Public Policy. Note: Summer Internships started without approval will not receive credit.
3. For Summer Internships abroad, each student must complete and submit the Internship Release of Liability Form to the director of career services prior to the start of the internship.
4. Once the Internship Agreement Form has been submitted and approved by the director of career services, the student will be assigned a faculty advisor and will be enrolled in MPP 699 during the summer semester between his or her first and second years at the School of Public Policy. This is a zero-unit class, graded as credit ("CR") or no credit ("NC").
5. Each student is required to complete a minimum of 240 hours with the approved organization. Hours cannot be divided among multiple organizations. Upon completion of an approved Summer Internship, the student must complete the online Internship Completion and Evaluation Form at [publicpolicy.pepperdine.edu/master-public-policy/internship-completion-evaluation-form.htm](http://publicpolicy.pepperdine.edu/master-public-policy/internship-completion-evaluation-form.htm) by the specified date in September (see "To Do" items in WaveNet).

*Note: This form requests detailed information on the duties of the position and recommendations for future interns as well as reflections on the lessons learned during the student's internship experience. The first portion of the form, "Internship Experience Responses," will be open and available for future students' internship reference. The remaining fields under "Personal Reflections" will be kept confidential and will be reviewed only by the administration and the student's faculty advisor.*

6. Each student must contact his or her Summer Internship supervisor to request completion and submission of the Supervisor Internship Evaluation

Report. This form must be completed, signed, and submitted by the supervisor and delivered to the director of career services by the specified date in September (see “To Do” items in WaveNet). This document is an independent verification of the student’s Summer Internship experience.

7. Each student is responsible for meeting with his or her assigned faculty advisor to discuss the “Personal Reflections” portion of the Internship Completion and Evaluation Form. The student is responsible for setting up the meeting with his or her faculty advisor by the specified date in October (see “To Do” items in WaveNet).
8. After meeting with the faculty advisor, each student is responsible for meeting with the director of career services to discuss how the internship has influenced his or her career goals and devise a strategy for meeting those goals. At this meeting, the student must submit an updated résumé to the director of career services. The student is responsible for scheduling the meeting with the director of career services by the specified date in October (see “To Do” items in WaveNet).
9. Upon completion of steps 1–8 and the student having satisfactorily fulfilled the Summer Internship requirement, a grade of “CR” (credit) will be submitted to the Office of Student Information and Services by the director of career services. Failure to complete any of the following will result in a grade of no credit (“NC”) for MPP 699, which will prevent completing graduation requirements:
  - An internship consisting of a minimum of 240 hours of substantive, policy-related work. Note research or graduate assistantships are not eligible.
  - Timely submittal of the required forms.
  - Meetings with the faculty advisor and director of career services by the specified due dates.

Note: If a student is unable to complete a Summer Internship within the permitted time (approximately April through August), the student is responsible for communicating with the director of career services and making appropriate arrangements for internship completion.

### **Policy Research Seminar (Capstone)**

The Policy Research Seminar (Capstone) in the final semester will develop and present a major public policy program design and implementation plan using a real situation in an actual agency, either global, national, state, or local. Students will develop a clearly focused mission, a strategic plan for the undertaking, and an implementation plan that acknowledges various interest groups that must “buy in” for the project to be successful. This will require personnel planning, a budget plan, and a clear method for securing approvals from all interested parties whose “ownership” is critical for its success. The results may be presented to a board of visitors including academics and real-world agency leaders. Students will be expected to be able to identify, verbalize, and experience in an authentic way clearly stated personal values as well as technical expertise.

## Specialized Tracks

Students will choose an area of special interest for their second year and take one course as an introduction to the field at the end of their first year and before their Summer Internship. Students will declare their specialization prior to registration in the second semester of the first year. Specialization courses will be offered in

- Public Policy and Economics.
- Public Policy and American Politics.
- Public Policy and International Relations.
- State and Local Policy.

The International Relations specialty may focus more specifically on one area such as Latin America, the Middle East, or the Pacific Basin depending on interest among the current student cohort.

Continuous scrutiny and development of the program may result in adjustments in the content, sequencing, and coverage of courses in the required curriculum during future academic years.

## Course Requirements for the Master of Public Policy

The first year is comprised almost entirely of a core curriculum that is required for all students. It is designed to provide a foundation that is steeped in Pepperdine's unique perspective that the formation, evaluation, and practice of public policy is a sacred calling devoted to service at the most profound level. The core curriculum also intends to provide an introduction to the tools necessary for analyzing public policy, its impact on individuals and society, and methods for evaluating the costs and benefits of various policies and programs.

Much of the first year's curriculum sets up a dialog across courses between the conservative but morally neutral law and economics tradition on the one hand and, on the other, the morally challenging ethical issues whose relationship to specific policies and programs is often not concrete and specific or, at most, left vague and ambiguous.

### First Year

#### Fall Semester—Required Core Courses

MPP 600	The Roots of American Order: What Is Public Policy?.....	(4)
MPP 601	Ethical Dimensions of Public Policy: Great Books and Great Ideas .....	(4)
MPP 602	Applied Economic Analysis of Public Policy I .....	(4)
MPP 603	Applied Research Methods in Public Policy .....	(4)

#### Spring Semester—Required Core Courses/Electives

MPP 604	Political, Organizational, and Strategic Aspects of Public Policy Analysis .....	(4)
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MPP 605	Applied Economic Analysis of Public Policy II .....	(4)
MPP XXX	Courses in Area of Specialization or Electives.....	(8)

### Summer Session

MPP 699	Summer Internship .....	(CR/NC)
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## Second Year

### Fall Semester

MPP XXX	Courses in Area of Specialization or Electives.....	(16)
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### Spring Semester

MPP 607	Policy Research Seminar (Capstone).....	(4)
MPP XXX	Courses in Area of Specialization or Electives.....	(12)

## Specialized Courses

Two courses from the following list must be taken during the first year. The remainder are to be taken the second year.

A specialized concentration requires three courses in one of the following areas: Public Policy and Economics, Public Policy and American Politics, Public Policy and International Relations, or State and Local Policy. To specialize in Public Policy and Economics, one of the three required elective courses must be MPP 622 Applied Econometrics. Among the remaining six electives, it is required of all public policy students to take at least one course in each of the three remaining areas of specialization.

### Public Policy and Economics

MPP 620	Global Economics .....	(4)
MPP 622	Applied Econometrics.....	(4)
MPP 623	Law and Economics .....	(4)
MPP 624	Urban and Regional Economics .....	(4)
MPP 625	Public Finance and Public Choice .....	(4)
MPP 626	Labor Economics .....	(4)
MPP 627	Seminar in Economic Policies (Selected Topics).....	(4)
MPP 628	Development of American Economic Institutions and Policies .....	(4)
MPP 629	Applied Methods .....	(4)
MPP 630	Criminal Justice .....	(4)
MPP 631	International Aid .....	(4)
MPP 632	Social Policy .....	(4)
MPP 633	Economics and Policy of Science and Innovation.....	(4)
MPP 634	Advanced Econometrics .....	(4)
MPP 635	Latin American Economic Development .....	(4)

### Public Policy and American Politics

MPP 640	The Political Biography of a New Policy.....	(4)
MPP 641	Public Policy and Social Regulation .....	(4)
MPP 642	Environmental Regulation, Business, and Society.....	(4)
MPP 643	Immigration Policy.....	(4)
MPP 644	Public Policy and the Family.....	(4)

MPP 645	Public Policy and Religion .....	(4)
MPP 646	Public Policy and Education in America .....	(4)
MPP 647	Seminar in Political Issues (Selected Topics) .....	(4)
MPP 648	Public Policy and Political Economy .....	(4)
MPP 649	Opinions, Passions, and Interests .....	(4)
MPP 650	Public Policy in Modern America .....	(4)
MPP 651	American Democratic Culture .....	(4)
MPP 652	Strategy and Rhetoric of Presidential Campaigns .....	(4)
MPP 654	American Strategies in World Politics .....	(4)
MPP 655	Contemporary American Ideologies .....	(4)
MPP 656	Public Policy and the Legal Framework .....	(4)
MPP 657	Federalism and the Progressives .....	(4)

### **Public Policy and International Relations**

MPP 660	Statecraft from Machiavelli to Kissinger and Beyond .....	(4)
MPP 661	The World Leadership Role of the United States .....	(4)
MPP 662	Studies in United States Relations with Other Nations .....	(4)
MPP 663	Business-Government Cooperation .....	(4)
MPP 664	National Security and Freedom .....	(4)
MPP 665	Region-Specific Studies .....	(4)
MPP 667	Global Migration and International Relations .....	(4)
MPP 668	Seminar in International Relations (Selected Topics) .....	(4)
MPP 669	International Institutions and the New Diplomacy .....	(4)
MPP 670	War, Strategy, Democracy, and Politics .....	(4)
MPP 671	Comparative Democracy and Federalism .....	(4)
MPP 672	International Conflict Management .....	(4)
MPP 673	Contending Approaches to International Politics .....	(4)
MPP 674	Prudence in Politics .....	(4)
MPP 675	Contemporary Issues in American Foreign Policy .....	(4)
MPP 676	Public Diplomacy in a Global Context .....	(4)

### **State and Local Policy**

MPP 680	Regional Policies: Southern California as World Microcosm ...	(4)
MPP 681	Policies Past and Present: The History and Wealth of Cities ...	(4)
MPP 682	Policy Relationships of State and Local Government .....	(4)
MPP 685	The Financing of Local and Regional Government .....	(4)
MPP 686	Permissions, Development, and the Environment .....	(4)
MPP 687	Seminar in Regional Policies (Selected Topics) .....	(4)
MPP 688	Leadership through Public Engagement .....	(4)
MPP 689	Children, Families, and Communities .....	(4)

Continuous scrutiny and development of the program may result in adjustments in the content, sequencing, and coverage of courses in the required curriculum during future academic years.



## School of Public Policy Double Specialization Option<sup>1</sup>

Students in good standing, free of academic probation, in the Master of Public Policy degree program may, at their option, choose to double specialize in any two of the following School of Public Policy tracks:

- Public Policy and Economics.<sup>2</sup>
- Public Policy and American Politics.
- Public Policy and International Relations.
- State and Local Policy.

Students interested in double specializing should plan to complete the following requirements:

1. Students must complete all School of Public Policy core courses (28 units).
2. Students must complete the Summer Internship (0 units).
3. Students must take three courses in one track (12 units).
4. Students must take three courses in another track (12 units).
5. Students must take at least one course in each of the remaining two tracks (12 units).

<sup>1</sup>Students must be in good standing; must be free of probation; and are subject to all policies, procedures, and requirements as outlined in the School of Public Policy academic catalog. The School of Public Policy cannot guarantee that a significant number of courses in the particular tracks in which a student wishes to double specialize will be offered.

<sup>2</sup>To specialize in Public Policy and Economics, one of the three required elective courses must be MPP 622 Applied Econometrics.



Sabrina Abu-Hamdeh (MPP '11) and Graham Veenstra (MPP '11) presented research at the 2010 Pacific Coast Council on Latin American Studies Conference hosted by the School of Public Policy.

## Course Descriptions for the Master of Public Policy

### CORE COURSES

#### **MPP 600. The Roots of American Order: What Is Public Policy? (4)**

This course discusses concepts, systems, and institutions that participate in the development of public policy, both from historical and contemporary perspectives. Included is an attempt to lay the groundwork for the moral consequences of public action—how, for instance, government distribution of benefits alters incentives and values. It also considers policy development and implementation by the private sector of business, labor, and nonprofit associations as well as the church, the family, and educational institutions, which have played such an important role in American society.

This course also introduces tools that are useful in the formal analysis of collective action, including a consideration of market failures, imperfect competition, and cost-benefit analysis. The larger purpose of this course, as well as MPP 601, is to consider how the ultimate objectives of public policy can best be met through a proper balance between constraints and personal freedom.

#### **MPP 601. Ethical Dimensions of Public Policy: Great Books and Great Ideas (4)**

This course involves a survey of the “great books,” which provide a philosophical, historical, and moral foundation for policy initiatives. It is intended to be a touchstone for returning again and again to the great themes that recognize the permanent, tested principles that provide the roots of American order, including a belief in God and the recognition that men and women are sacred beings created with a transcendent end. The course will expose students to great leaders who have fashioned the public good over the centuries.

Specific books will vary from year to year and professor to professor, but the course will organize its readings around such central themes as limited government (why the founders wanted this, how it has changed, why voters are conflicted about it); capitalism (why it works, its relationship to democracy, what criticisms are made of it, how they may be dealt with); the moral consequences of public action; and the moral principles involved in the tension between moral autonomy and moral dependence. This course, together with MPP 600, acts as an introduction and foundation for the significant themes with which students are challenged to grapple in subsequent courses.

#### **MPP 602. Applied Economic Analysis of Public Policy I (4)**

This course is designed to help students learn to apply important economic principles to domestic and global policy issues. Students will develop skills in the application of economic reasoning to policy problems. Included are such key principles and concepts as consumer choice, the production decisions of firms, the function of prices in allocating scarce resources, the pricing of public goods, the role and behavior of markets, market failure, and externalities.

**MPP 603. Applied Research Methods in Public Policy (4)**

This course emphasizes the application of research methodology and statistical techniques for evaluating the performance of public policy decisions. Students should be able to understand and apply basic research design methodology and interpret results. The course provides both a theoretical foundation and practical applications of these methods, including variance, regression, cost-benefit analysis, survey sampling, and other tools of evaluation. Included is an introduction to the rich sources of data available on the Internet.

**MPP 604. Political, Organizational, and Strategic Aspects of Public Policy Analysis (4)**

This course focuses on the basic tasks of public leaders to analyze the political feasibility of alternate policy responses, gain and maintain among affected constituencies a mandate to act, and design and implement strategies for accomplishing the goals and objectives of the organization. Attention is given to authorizing bodies, political superiors, interest groups including the press, and matching one's organizational abilities to leadership demands. The importance of resource allocation and budgeting also is stressed. Entrepreneurship and reengineering in government and in nonprofit agencies will be topics of serious concern. This course also will consider the higher ethical and moral standard expected of leaders and the role of such conduct on strategic leadership.

**MPP 605. Applied Economic Analysis of Public Policy II (4)**

A continuation of Applied Economic Analysis of Public Policy I, this course shares the objective of applying economic principles to current policy issues. The course focuses on the tools of both microeconomic analysis and macroeconomic analysis and the role of government in the economy. Topics covered include the public sector, the role and effect of fiscal and monetary policy, and the global economy. Prerequisite: MPP 602 Applied Economic Analysis of Public Policy I.

**Introductory Course in Specialization (4)**

Students will declare an area of special interest for their second year and take one course as an introduction to the field at the end of their first year and before their Summer Internship. Specialization courses will be offered in

- Public Policy and Economics.
- Public Policy and American Politics.
- Public Policy and International Relations.
- State and Local Policy.

The International Relations specialty may focus more specifically on one area such as Latin America, the Middle East, or the Pacific Basin depending on interest among the current student cohort.

**MPP 607. Policy Research Seminar (Capstone) (4)**

This course, taken in the final semester of the program, is designed to provide an integrative experience by developing an actual program or policy implementation in cooperation with a local, state, national, or international

agency that has been given a specific policy directive. Consideration will be given to evaluation and measurement of the expected outcome of the policy, personnel, budgetary needs and impact, and the development of support among public and private parties whose cooperation is necessary for success. To develop leadership skills further, this project will be completed individually or as a team exercise, which will be reviewed and evaluated by faculty and may be evaluated by agency officials and key representatives of constituencies affected by the policy. Note that because this course is a research seminar, it cannot be completed as a directed study.

#### **MPP 609. Directed Studies (1–4)**

The School of Public Policy may offer with approval directed studies adapted to an individual student's needs. Directed studies will require independent writing and research, focusing on projects related to a student's specialization, and frequent reports and conferences with a School of Public Policy full-time faculty advisor. Course credit may be offered; units will vary depending on level of participation (1–4 units). Consent of the dean is required for directed study. Written proposals must be submitted to the Office of the Dean four weeks in advance of the start of the term in which the course will be taken, and the student must be in good academic standing, free of probation.

#### **MPP 699. Summer Internship (CR/NC)**

The required 240-hour Summer Internship must be selected in an agency related to the student's area of specialization and must be completed prior to the first semester of the second year. Such agencies may be local, state, or federal government; nonprofit organizations; or an international experience in a non-U.S. setting to prepare for foreign service after graduation. The internship should provide a perspective on how the methods and theories learned in the cases studied in the classroom may find practical expression in non-textbook and complex real-life settings.

### **PUBLIC POLICY AND ECONOMICS**

#### **MPP 620. Global Economics (4)**

This course is the study of specific policies that affect global economic relationships and the interdependencies that emerge between countries as a result of international trade. The history of commercial policies is tied to outcomes in order to inform future policy directions. Included is a consideration of the role of foreign exchange markets and the impact of globalization on currency markets.

#### **MPP 622. Applied Econometrics (4)**

This course is designed to teach students basic skills in empirical economics. This course provides the student with a set of statistical tools that are necessary for empirical research in economics. Prerequisite: MPP 603 Applied Research Methods in Public Policy.

#### **MPP 623. Law and Economics (4)**

This course methodically develops the tools that illustrate an economic approach to evaluating law and public policy issues. Using this analysis, a theoretical foundation will be laid that attempts to determine how, under a

given set of explicit assumptions, a legal rule or policy accomplishes specific social goals. Tort, contract, and criminal law and policies will be examined as well as the litigation process.

**MPP 624. Urban and Regional Economics (4)**

This is a survey of a broad range of policy and theoretical issues that emerge when economic analysis is applied to an urban setting. This course covers the determinants of regional and metropolitan growth. Topics include urbanization and urban growth, housing markets, location decisions of households and firms, transportation, urban labor markets, and the local public sector.

**MPP 625. Public Finance and Public Choice (4)**

This course emphasizes the role of government in a market economy. Alternative justifications for government intervention are discussed. The principles and effects of spending programs (especially social insurance and health), taxation, deficit financing, federal credit programs, and properties of public choice mechanisms will be covered. Specific topics will include food stamps and unemployment insurance; medical care; Social Security; the distribution of income; income transfer programs; education; and the tax system (federal, sales, and corporate).

**MPP 626. Labor Economics (4)**

This is a study of the supply and demand for labor. It includes an analysis of government, union, and other constraints on a competitive system of wage determination. Theories of labor supply, labor demand, and human capital investment are considered as well as related public policy issues such as minimum wage laws, income maintenance, immigration, discrimination, and the operation of labor markets in the macroeconomy.

**MPP 627. Seminar in Economic Policies (Selected Topics) (4)**

This course will consider different economic issues from year to year. It will involve students in cutting-edge policies while they are in the formative stage and consider tradeoffs between the common good and the rights of the individual as well as the relationship with state and federal governments and the private sector. Upon the approval of the faculty of the School of Public Policy, an upper-division or graduate-level course from one of the other schools at Pepperdine University may be taken in place of this course. This requires a written proposal submitted to the Office of the Dean four weeks in advance of the start of the term in which the course will be taken, and the student must be in good academic standing, free of probation.

**MPP 628. Development of American Economic Institutions and Policies (4)**

This course will give a sense of the interaction of economic behavior and other social institutions. The historical dynamics of how the present-day economy evolved will be examined. The course also will demonstrate how the main body of economics can be enriched by the study of history. Topics will include colonial economic policies, the institution of slavery, immigration policies, railroads and the transformation of the American economy, land distribution, and the role of government in transportation and technology.

**MPP 629. Applied Methods (4)**

The objective of this course is to train students in analytical methods that can be applied to a wide array of policy issues. This course will examine different approaches to policy analysis and discuss ways to account for uncertainty in the decision-making process. The student will study a variety of analytical tools such as cost-benefit analysis, program evaluation, and simulation models that can be used to inform the understanding of policy problems and proposed interventions. This course will combine literature review with hands-on modeling. Students will learn to construct simulation models to understand emerging patterns such as the spread of infectious diseases and neighborhood segregation. Students are expected to complete a number of homework assignments to demonstrate mastery of the methods taught, but a large part of the course grade will be based on a student project where students develop their own models in an area of interest.

**MPP 630. Criminal Justice (4)**

This course is designed as a research and writing-oriented seminar that will prepare students for conducting criminal justice policy analysis. It will cover the development, implementation, and evaluation of criminal justice policy and law enforcement, court processes, and corrections. Students will consider many interest groups and a diversity of perspectives. The course will include visits with activists, victims' groups, law-enforcement agencies, prosecutors and judges, and inmates in youth and adult facilities. Students will explore concepts associated with policy, policy making, and policy analysis and will examine current criminal justice policies in a framework that considers the development, implementation, and evaluation of policies. Students will be responsible for a research report, research progress reports, and a final presentation. In addition, students will assist the professor in preparing debate panels and managing off-campus projects and meetings.

**MPP 631. International Aid (4)**

This course considers both the United States and recipient country perspectives on international aid. The course will cover questions such as: What is poverty? Who are the poor? Why are they poor? What is to be done? By whom? These questions lead to the policy context within which poverty may be reduced—or worsened—by international efforts. Students may design their own research agendas (to be approved by the professor), but two major aid programs will be studied in class: The Millennium Challenge Account and The President's Emergency Plan for AIDS Relief.

**MPP 632. Social Policy (4)**

This course focuses on social policy in the United States and examines the causes and consequences of poverty. The course is designed to (1) have students review and understand current social issues and policies related to vulnerable populations, (2) provide students with an understanding of the sources and the role of data in defining social policy, (3) provide students with an understanding of the role of the government in social policies, and (4) improve student research and communications skills (writing and presentation). Weekly lecture topics will include issues such as welfare reform,

homelessness, immigration, family structure, economic circumstances of the elderly, and food assistance programs. Students will be responsible for preparing research reports and a final presentation. In addition, students will assist the professor in preparing debate panels.

#### **MPP 633. Economics and Policy of Science and Innovation (4)**

Innovation is the hallmark of the U.S. economy. What constitutes effective public policy toward innovation and science in the modern economy? This course will explore varied topics in the economics of science and innovation policy. These will include the role of innovation as a driver of macroeconomic growth, whether the government should subsidize research (and what kind of research), how intellectual property rights provide incentive for innovation, how the U.S. patent system can be improved, and issues regarding innovation in the global economy. Analytical tools learned in the core economics classes (particularly MPP 602 Applied Economic Analysis of Public Policy I) will be built upon and used.

#### **MPP 634. Advanced Econometrics (4)**

Econometrics is the application of statistics to economic data and questions. This course builds on the foundation of the introductory econometrics course (MPP 622) and will cover some of the same topics in greater detail. Students also will learn new econometric techniques for working with data from complex survey designs and quasi-experimental settings. Prerequisite: MPP 622 Applied Econometrics.

#### **MPP 635. Latin American Economic Development (4)**

This course explores the main economic policies implemented in the Latin American region during the 20th and 21st centuries. There will be a special focus on understanding what type of economic policies were implemented, how and why economic policy changed over time, the impact of the policies implemented, the implication of these policies for economic development, and the problems that policy makers in Latin America face in terms of promoting economic development in the region. Some of the topics covered include export-led growth, import substitution, industrialization, debt crisis, neoliberalism, inequality, populism, and leftist movements. In addition, some discussion related to United States and Latin America relations will be part of the course. From a political economy perspective, the course intends to provide the student with an overview of the economic history of Latin America and the current challenges for economic development in the region.

### **PUBLIC POLICY AND AMERICAN POLITICS**

#### **MPP 640. The Political Biography of a New Policy (4)**

This course traces how a new policy is born; gathers support; is evaluated; and becomes a part of the legal, social, and economic system. It includes a review and summary of the American political system with an emphasis on contemporary developments, current issues, and alternative scenarios confronting the field of public policy. This course may, upon occasion, use a specific bill, policy, or body of legislation to illustrate the generic principles and issues confronting the practice of policy formulation and implementation.

**MPP 641. Public Policy and Social Regulation (4)**

This course investigates how American society makes decisions, exercises collective will, mediates the interests of societal elites, and protects the rights of individuals and minority groups in developing policies of social regulation. It places an emphasis on current policies being debated at various levels that impact the decision-making process including preferential policies, federalism of both the national and state governments, election funding, and other related issues of political and social power.

**MPP 642. Environmental Regulation, Business, and Society (4)**

This course surveys the political, economic, and social implications of major federal environmental statutes that govern such concerns as clean air and water, waste management, endangered species, and the control of toxic substances. It also considers the growing involvement of concerns about the global environment in international treaties and trade agreements and thus on human, animal, and plant life in the entire world.

**MPP 643. Immigration Policy (4)**

Because Southern California and the entire United States are experiencing one of the most dramatic epochs of their history with the mass movement of people from virtually every area of the globe to the United States, it is important that the nation's immigration policy be based on well-conceived strategies. This course will consider ways that American institutions may best deal with this historic phenomenon.

**MPP 644. Public Policy and the Family (4)**

This course studies policies that affect the family, including issues of health, taxation, economic security, the welfare system, gender policies, children's welfare, education, and the needs of the aging. It also considers the impact of these policies on the strength and stability of the family unit and its ability to provide a moral and value-centered incubation for effective citizens.

**MPP 645. Public Policy and Religion (4)**

This course analyzes the relationships between politics and religion in American society. It also considers the monumental changes taking place in American society because of immigration and the history, theology, and political impact of various world religions on American politics as new groups are added to the American scene.

**MPP 646. Public Policy and Education in America (4)**

This course is a study of the history of legal, financial, and philosophical policies at various levels—local, state, and federal—that impact education. This includes consideration of significant court cases, including equal opportunity efforts such as busing, with the intended and unintended results of given policy decisions. It also looks at the implications for the future of various funding arrangements including the federal government, voucher programs, and the national standards debate and technological policies that also impact education.



**MPP 647. Seminar in Political Issues (Selected Topics) (4)**

This course will consider different political issues from year to year. It will involve students in cutting-edge policies while they are in the formative stage and consider tradeoffs between the common good and the rights of the individual as well as the relationship with state and federal governments and the private sector. Upon the approval of the faculty of the School of Public Policy, an upper-division or graduate-level course from one of the other schools at Pepperdine University may be taken in place of this course. This requires a written proposal submitted to the Office of the Dean four weeks in advance of the start of the term in which the course will be taken, and the student must be in good academic standing, free of probation.

**MPP 648. Public Policy and Political Economy (4)**

This course examines four central conversations spanning four centuries on the theoretical and practical relationship between economics and politics. Each conversation addresses an important crisis, and participants articulate the problems and recommend the solutions in their own words. The first conversation between Thomas Hobbes and John Locke, in the 17th century, concerns the original human condition, the purpose of government, the right to acquire private property, and the status of democratic government. The second occurs between Americans from 1763 to 1776 as they interpret the Lockean principles of natural rights, capitalism, and democracy in response to specific economic and political crises, culminating with the Declaration of Independence and Adam Smith's *Wealth of Nations*. The third conversation is between Karl Marx and John Stuart Mill as they criticize and defend, respectively, capitalistic democracy and human freedom from historicist and utilitarian perspectives. The 20th century conversation, between such authors as John Kenneth Galbraith, Michael Harrington, Milton Friedman, and Irving Kristol, considers current policies related to the role of the public sector, community responsibility, free markets, and capitalistic democracy.

**MPP 649. Opinions, Passions, and Interests (4)**

This course explores the multifaceted dimensions of the relationships between opinions, passions, and interests. The course will examine the theoretical-historical view using the debates of the 1787 Constitutional Convention and sections of Tocqueville's *Democracy*. The contemporary practical focus will include different political issues from semester to semester and may include works by James Q. Wilson, including an examination of Supreme Court opinions on cases that have generated considerable passion and interest, the issues and personalities involved in the presidential election, and what passes for informed opinion in the various media.

**MPP 650. Public Policy in Modern America (4)**

This history course of public policy in recent America will place contemporary policy issues within a 40-year perspective, tracing the development and transformation of key domestic and foreign policies. The evolution and impact of the Great Society, the destruction of the New Deal coalition, and the impact of the "Reagan Revolution" will be covered. The focus will include historical precedents and analogies in decision

making, policy debates, and agendas as well as current and pressing policy concerns including the possible uses and abuses of historical knowledge in policy making.

**MPP 651. American Democratic Culture (4)**

Drawing from classic texts and from contemporary works, this course examines the challenges to, and possibilities for, leadership in American culture. This course is, therefore, a historical and sociological examination of the sort of political culture that has emerged in the United States. Of particular concern is the development of a civic discourse and the ways in which policy matters are discussed and decided. The subject is not about simple procedural matters, but about the language, media of discourse, and values that shape the American political culture. Among other subjects, this course will examine the role of public opinion in democratic decision making; the (changing) role of intermediary institutions (such as church, family, and local community) in American culture; and the impact of a consumer culture on American institutions and politics.

**MPP 652. Strategy and Rhetoric of Presidential Campaigns (4)**

This course will undertake an in-depth study of modern presidential campaigns, devoting approximately one class period for each campaign from 1960 to 2008. All aspects of presidential campaigns—from financing to strategy to communication—will be studied in an effort to understand these high-stakes political dramas. Also, presidential campaigns provide a window through which to view the important policy issues of their time. Time will be provided throughout the course to consider campaigns currently in progress.

**MPP 654. American Strategies in World Politics (4)**

This course employs a historical and thematic approach to investigate the efficacy of various alternative conceptions of American grand strategy. It begins with the formative period of American diplomacy and extends its coverage to the war on terror and beyond. Some of the perennial themes of the course include the relationship between ideals and self-interest in American foreign policy and the need to adjust strategic conceptions to meet the changing dynamics of the international environment in a way consistent with national safety and core values.

**MPP 655. Contemporary American Ideologies (4)**

This is a course about American political thought. While its formal title includes both “contemporary” and “American,” the course assumes a historical context that includes Europe. Beliefs, ideas, and even “ideologies” are historical products, emerging out of previous contexts, and are shaped by an ongoing interaction with other beliefs and with changing circumstances. Moreover, this course is really broader than ideologies, to include political thought and reflection on the public good. It shall examine the emerging political beliefs and ideologies in light of perennial questions about human nature, the purposes and limits of government, and the prudential means of accomplishing the political good called “justice.” Because American political thought is hegemonically democratic and liberal, the course will ask further

questions regarding values inherent in this system, such as “liberty” and “equality.” Within this broader context the course will examine a variety of belief systems that have some currency in contemporary America.

**MPP 656. Public Policy and the Legal Framework (4)**

Public policy is strongly framed and even constrained by the legal system. This course will examine the current legal system, including an assessment of statutory law, common law, the current regulatory system, the appeals process, and the administration of law in the context of limited resources. The determinacy/indeterminacy of law will be examined as well as the impact of the regulatory state on specific social systems.

**MPP 657. Federalism and the Progressives (4)**

This seminar course focuses on the hundred-year journey and relationship between Federalism and the Progressives without a preconceived agenda or knowledge of the “legacy” involved. The intellectual impact of the Progressive historians on the way Americans look back at their history will be explored. A major concern is how the founding is portrayed and the extent to which the Progressives might be heavily reliant on the role of university-trained experts to create and implement public policy, thus generating the emergence of the administrative state. The legislative branches at all levels of government and the attempt to secure “good government” will be critiqued, including the extent that Federalism influenced the origin and development of the Progressive Movement and the way Americans think about the federal arrangement.

**PUBLIC POLICY AND INTERNATIONAL RELATIONS**

**MPP 660. Statecraft from Machiavelli to Kissinger and Beyond (4)**

This course includes studies in the history of statecraft and the practice of diplomacy. It includes policy approaches toward ethnic conflict and nationalism, international power relations, and the practice of peacemaking and peacekeeping.

**MPP 661. The World Leadership Role of the United States (4)**

Whether by choice and design or by a unique historic situation, the United States has become a “single power” in a rapidly changing world that has not yet found the balance and profile it may maintain for much of the 21st century. This course surveys the implications of this situation with its opportunities and its hazards as well as how the United States should respond short term and long term to its role.

**MPP 662. Studies in United States Relations with Other Nations (4)**

This course will, from time to time, consider the special relationship that the United States has toward a specific nation (such as Japan, China, Mexico, or Russia) or a region (such as Asia, Latin America, the Middle East, or the Pacific Basin). It will trace the history of the relationship and special challenges and policy options which currently should be considered.

**MPP 663. Business-Government Cooperation (4)**

This course considers the proper role of the government in assisting, promoting, regulating, and monitoring business activities around the world.

It includes a consideration of trade policies; regional associations such as NAFTA; the role of various governments in utilizing their intelligence agencies for industrial purposes; and policy needs related to the technology of money transfers, intellectual property, and the growth of global business institutions not claiming one nation as headquarters.

**MPP 664. National Security and Freedom (4)**

With the shift in threats from superpowers to terrorists and their access to sophisticated technology and powerful munitions, this course considers the policies that should be pursued to ensure the freedom of the United States against such foreign and domestic threats.

**MPP 665. Region-Specific Studies (4)**

This course will focus on one particular country or region with attention given to the region's history; its economic, political, and social institutions; and its relationship to the United States and other nations. Special focus will be on the implications of the region's needs and characteristics for the formulation of U.S. foreign policy.

**MPP 667. Global Migration and International Relations (4)**

With the major population shifts that are taking place in many parts of the world, and especially involving the United States, this course will survey policies that should inform and guide the United States into the next century. It should provide guidance both for the assimilation and utilization of the human and physical resources being added daily to the United States through immigration, but also it will view major potential trouble spots which may emerge because of similar phenomena elsewhere where United States' interests are at stake.

**MPP 668. Seminar in International Relations (Selected Topics) (4)**

This course will consider different issues in international relations from year to year. It will involve students in cutting-edge policies while they are in the formative stage and consider tradeoffs between the common good and the rights of the individual as well as the relationship with state and federal governments and the private sector. Upon the approval of the faculty of the School of Public Policy, an upper-division or graduate-level course from one of the other schools at Pepperdine University may be taken in place of this course. This requires a written proposal submitted to the Office of the Dean four weeks in advance of the start of the term in which the course will be taken, and the student must be in good academic standing, free of probation.

**MPP 669. International Institutions and the New Diplomacy (4)**

This course will examine the rise of multilateral institutions and the development of key treaties since World War II. Beginning with the postwar development of the United Nations and the Security Council to the recent International Criminal Court, the course will examine multilateral institutions and how well they work in addressing global needs. There will be a special emphasis on the recent efforts of "the new diplomacy" to develop new international norms and treaties over the objection of the United States and

other world powers. The course will explore the continuing role of state sovereignty in light of these developments.

**MPP 670. War, Strategy, Democracy, and Politics (4)**

This course examines the strategic, material, and moral issues that democracies must address in waging war, from a theoretical and comparative historical perspective. This course strives to provide a foundation for understanding the perennial themes of war between open and closed societies. The case studies will illuminate the dilemmas, continuities, and discontinuities that democracies encounter in waging wars with closed societies, from the Peloponnesian War to the U.S. war on terror. The objective of the course is not to provide answers, but to instill an appreciation and comprehension of one of the most fundamental and enduring responsibilities of any democratic statesmen: the role of commander in chief.

**MPP 671. Comparative Democracy and Federalism (4)**

The focus of this course is on the varieties, means, and challenges to deliberative self-rule in various parts of the world. It includes, but is not limited to, the variety of federal systems that have emerged in the last several decades, including a wide array of economic relationships that bind nations or other groups together. It examines numerous theories about “globalism” and asks whether a new economic and political internationalism does not make more room for local rule (at the expense of the national government).

**MPP 672. International Conflict Management (4)**

This course is about international conflict and its management in the post-Cold War era. Since the collapse of the Soviet Union, ethnic nationalism and globalization have increased the complexity, scope, and nature of conflict within an international order whose major characteristic is transition and uncertainty. To understand better how to manage such conflicts, this course examines the sources of inter- and intra-state conflict and means of intervention. Such intervention may be accomplished by military force either by a major power, such as the United States; diplomatic negotiation; or an international peacekeeping force. Finally, the course examines the successes and failures of conflict management theory and practice to understand what lessons can be learned and applied in the future.

**MPP 673. Contending Approaches to International Politics (4)**

This course is a survey of the leading alternative paradigms and theories for understanding international politics and policy implications. It provides a firm grounding in the leading contending approaches to international politics such as realism, idealism, liberal institutionalism, and variations and combinations of such approaches. It also analyzes some of the major debates in international relations theory that have profound policy implications, such as the levels of analysis debate over whether the nature of the international environment, the regime types of the major states, the perceptions of individual leaders, or a combination of all three most influence international political outcomes. The course also will test these theories with several important case studies, including the 19th century balance of power and the origins of both world wars.

**MPP 674. Prudence in Politics (4)**

This course investigates the interplay among power, principle, and expedience in statecraft through the prism of the cardinal virtue of prudence. It begins with an analysis of rival conceptions of prudence found in Aristotle, St. Thomas Aquinas, Machiavelli, and Edmund Burke. The major part of the course will consist of several positive and negative case studies investigating how, why, and to what extent leaders measured up to or fell far short of the standard of prudence as the course defines it: right reasoning about right things to be done. By rigorously analyzing the meaning of prudence in theory and practice, the course strives to instill in students a standard of measure for evaluating statesmanship and a disposition to emulate the best rather than the worst examples of it, refracted through the particulars of circumstances unique to each time and place.

**MPP 675. Contemporary Issues in American Foreign Policy (4)**

This course will address some of the fundamental choices and range of alternatives the United States faces in world politics: its relationships with Europe, American foreign policy in the Far and Middle East, and divergent perspectives on how to address the rise of China. The course also will investigate contending perspectives on the proper role in American foreign policy for international organization and the rule of law. Finally, the course will consider the ethical dimensions of American foreign policy, particularly contending perspectives on how best to strike a balance between ideals and self-interest.

**MPP 676. Public Diplomacy in a Global Context (4)**

In contrast with diplomacy—which usually takes place behind closed doors—public diplomacy is foreign policy through engagement with foreign publics. How do governments cultivate public opinion in other countries? How do diplomats communicate in order to advance their country's foreign policy? This course will examine the history, issues, and practices of public diplomacy. Students will help break new ground by researching the role, structure, and integration of public diplomacy within the policy realm in other countries.

**STATE AND LOCAL POLICY****MPP 680. Regional Policies: Southern California as World Microcosm (4)**

This course will review a brief history of Southern California followed by a survey of its contemporary social, cultural, political, and economic profile. Attention will be given to its rich and variegated ethnic makeup and the ways in which these groups enrich and renew the region. Attention also will be given to the unique challenges and opportunities presented to those charged with governing in such an area.

**MPP 681. Policies Past and Present: The History and Wealth of Cities (4)**

This course uses historical and analytical studies of the regional development which has attended the growth of the great cities of the world to consider lessons to be learned from the past to inform needed policies. It gives attention to the management of the unique challenges presented by such new considerations as technology, rapid travel, global communication, transient citizens, and cultural diversity.

**MPP 682. Policy Relationships of State and Local Government (4)**

This is a study of state and local governments in the United States and the public policy debate which seeks to define their relationship in the 21st century. Emphasis is on the role of states and localities in the American political system, state policy making, and the government of urban areas. Special attention is given to reengineering and entrepreneurship, privatization, and other current local policy themes.

**MPP 685. The Financing of Local and Regional Government (4)**

This course considers the sources of financing for local and regional government; the relationship between these bodies on the one hand and the state and federal government on the other; service provision policies; privatization of public services; and issues related to taxation, budgets, and investments.

**MPP 686. Permissions, Development, and the Environment (4)**

This course studies the proper role of government in efficient and constitutional land use, the permitting process, and the governing bodies which play a role in these policies. Examples of how the effective coordination of various governing agencies can provide "one-stop" permissioning will be studied.

**MPP 687. Seminar in Regional Policies (Selected Topics) (4)**

This course will consider different regional issues from year to year. It will involve students in cutting-edge policies while they are in the formative stage and consider tradeoffs between the common good and the rights of the individual as well as the relationship with state and federal governments and the private sector. Upon the approval of the faculty of the School of Public Policy, an upper-division or graduate-level course from one of the other schools at Pepperdine University may be taken in place of this course. This requires a written proposal submitted to the Office of the Dean four weeks in advance of the start of the term in which the course will be taken, and the student must be in good academic standing, free of probation.

**MPP 688. Leadership through Public Engagement (4)**

One of the fastest growing fields in state and local governance is known variously as public engagement, deliberative democracy, or democratic governance. Founded on the central premise of gaining input on difficult public policy issues from non-elected, "everyday" citizens, several different methodologies of deriving these opinions have been developed over the last three decades. With its expanding popularity have come critiques of deliberative democracy from respected conservative and liberal political thinkers. These attacks range from the Constitutional to the philosophical to the practical and address such questions as whether it is legal for unelected citizens to make policy decisions in a representative democracy, if they can be expected to formulate solutions to extremely complex public policy problems, and how these deliberative bodies will be chosen. This seminar-style course will allow students to analyze and wrestle with the philosophical underpinnings of this extremely exciting field, study the various deliberative democracy formats in the state and local context through case studies and direct discussions with

some of the current practitioners, and develop resources vital to understanding the central question of any democratic republic: What is the role of the citizen?

**MPP 689. Children, Families, and Communities (4)**

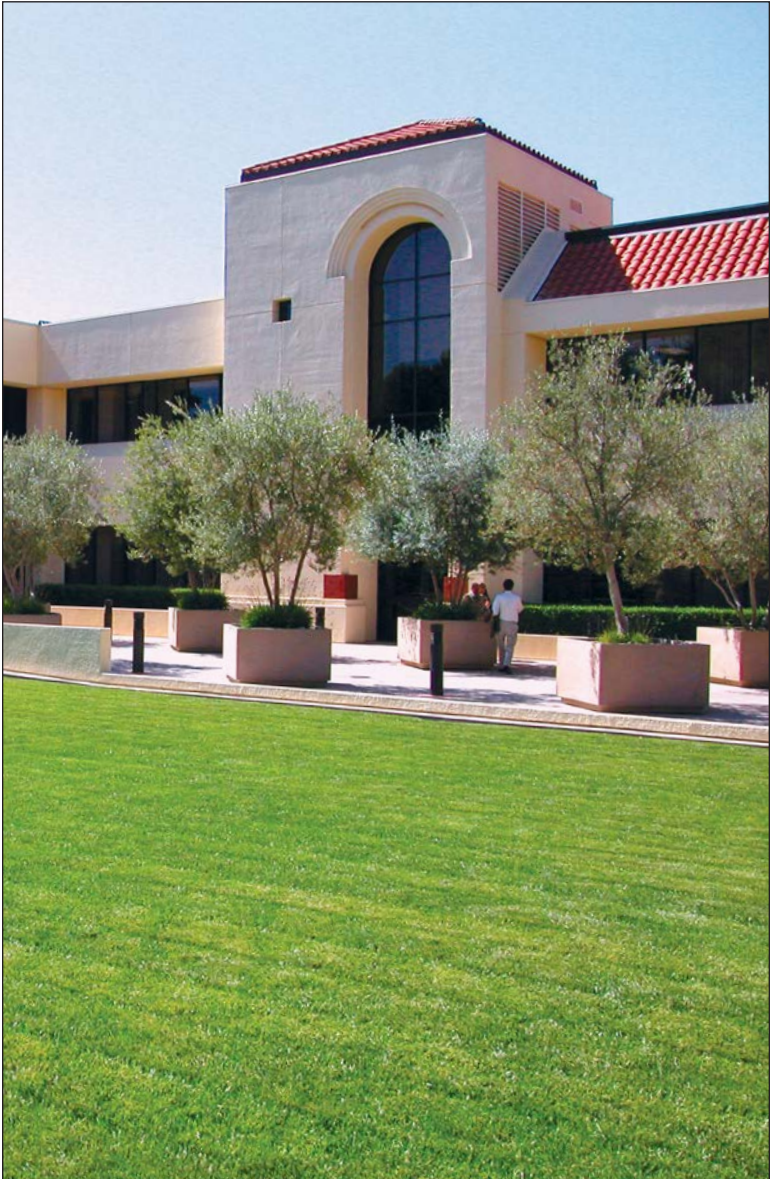
This course will study state, county, and local policies related to the family, particularly those policies that target at-risk youth, multi-challenged communities, and families. Students will examine child and family service systems—including the healthcare, education, social services, housing, child welfare, and probation systems—as well as study larger and more current issues related to family policy. This course will consider the impacts that intersecting federal, state, and local policies and programs have on the ability to nurture children, strengthen families, and stabilize at-risk communities, with a special focus on how systems of support for children, families, and communities can be designed, implemented, and improved.





*Malibu's beautiful coastline provides a playground for students' downtime.*

# JOINT MASTER OF PUBLIC POLICY AND JURIS DOCTOR (MPP/JD)



*The School of Law building is nestled on the hillside in Malibu and is home to the joint juris doctor and dispute resolution programs.*

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The Master of Public Policy and Juris Doctor (MPP/JD) degree program is a joint degree program between the School of Public Policy and the School of Law. It is designed to strengthen and perfect the preparation of those whose successful leadership depends on a fuller understanding and a stronger skill set for addressing issues of public policy in the practice of law or in the interface between the private business sector and an increasingly complex government presence. Reflecting a Christian commitment to subsidiary and grass-roots problem solving within the community, the program addresses the management of nonprofit associations and foundations, understanding that, at times, they may depend heavily on a carefully tended relationship with government or may be expected to provide social services on behalf of the government. The Pepperdine program is unique in recognizing the growing importance of the intermediary institutions between the federal government and the individual as well as the critical role of local, regional, and state government. It further acknowledges the need for domestic and global business to appreciate more fully the implications of public policy, both in the United States and other regions, and how to manage those policies.

The School of Law program is well established and well regarded, blending substantial professional training in both legal substance and method with value-based and theoretical inquiry. The School of Public Policy program draws deeply on this nation's ethical and historic roots. Both programs aspire to train leaders of high competence and insight, who can digest and articulate complex legal and public policy materials in order to both shape and apply public policy in a free society. As the School of Law anchors students in a comprehensive understanding of public and private law, the School of Public Policy further develops the related analytic skills of political economics as well as the managerial skills of organization development and strategy.

The continuous scrutiny and development of the program may result in adjustments to the content, sequencing, and number of courses required during this and future academic years.

The four-year joint MPP/JD degree program requires a total of 130 units: 82 units of law courses (as described in the current School of Law catalog) and 48 units of the public policy curriculum. It thus permits the student to complete in four years what would ordinarily require five years if undertaken separately. Applicants for the joint degree program must apply and be granted admission to both the School of Public Policy and the School of Law. The admission requirements for potential joint MPP/JD students are identical to the admission requirements for the MPP and JD degree programs if pursued separately.

The first year of study is completed exclusively through either the School of Public Policy or the School of Law with the second-year studies taken at the school not enrolled in during the first year. The third and fourth years of the program are completed at the School of Law for three semesters and the School of Public Policy for one semester.

The required 48 units of MPP study and other MPP-related requirements for a joint MPP/JD degree student are as follows:

MPP 600	The Roots of American Order: What Is Public Policy?.....	(4)
MPP 601	Ethical Dimensions of Public Policy: Great Books and Great Ideas .....	(4)
MPP 602	Applied Economic Analysis of Public Policy I .....	(4)
MPP 603	Applied Research Methods in Public Policy .....	(4)
MPP 604	Political, Organizational, and Strategic Aspects of Public Policy Analysis.....	(4)
MPP 605	Applied Economic Analysis of Public Policy II .....	(4)
MPP 607	Policy Research Seminar (Capstone).....	(4)
MPP 699	Summer Internship .....	(CR/NC)
MPP XXX	School of Public Policy Electives .....	(20)

Of the 20 required elective units, 12 units must be completed in one of the four specializations: Public Policy and Economics,<sup>1</sup> Public Policy and American Politics, Public Policy and International Relations, or State and Local Policy.

Further information on the public policy curriculum may be obtained by contacting the School of Public Policy. Questions regarding the law curriculum should be addressed to the School of Law.

For an entering student admitted to the joint program, studies begun in the School of Public Policy may proceed in accordance with the following outline:

<b><u>Year 1</u></b>	<b><u>Program</u></b>	<b><u>Total</u></b>
Fall Semester	MPP Program	16 units
Spring Semester	MPP Program	16 units
Summer Semester	MPP Internship	0 units
<b><u>Year 2</u></b>	<b><u>Program</u></b>	<b><u>Total</u></b>
Fall Semester	JD Program	15 units
Spring Semester	JD Program	15 units
<b><u>Year 3</u></b>	<b><u>Program</u></b>	<b><u>Total</u></b>
Fall Semester	JD Program	17 units
Spring Semester	MPP Program	16 units
<b><u>Year 4</u></b>	<b><u>Program</u></b>	<b><u>Total</u></b>
Fall Semester	JD Program	17 units
Spring Semester	JD Program	17 units

Total 130 units<sup>2</sup>

<sup>1</sup>To specialize in Public Policy and Economics, one of the three required elective courses must be MPP 622 Applied Econometrics.

<sup>2</sup>One additional JD unit must be taken to fulfill the 82-unit requirement. This unit can be taken during a summer or winter intensive session or, with permission, during a 16-unit semester at the School of Public Policy.

For an entering student admitted to the joint program, studies begun in the School of Law may proceed in accordance with the following outline:

<u>Year 1</u>	<u>Program</u>	<u>Total</u>
Fall Semester	JD Program	15 units
Spring Semester	JD Program	15 units
<u>Year 2</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MPP Program	16 units
Spring Semester	MPP Program	16 units
Summer Semester	MPP Internship	0 units
<u>Year 3</u>	<u>Program</u>	<u>Total</u>
Fall Semester	JD Program	17 units
Spring Semester	MPP Program	16 units
<u>Year 4</u>	<u>Program</u>	<u>Total</u>
Fall Semester	JD Program	17 units
Spring Semester	JD Program	<u>17 units</u>

Total 130 units<sup>3</sup>

<sup>3</sup>One additional JD unit must be taken to fulfill the 82-unit requirement. This unit can be taken during a summer or winter intensive session or, with permission, during a 16-unit semester at the School of Public Policy.



# JOINT MASTER OF PUBLIC POLICY AND MASTER OF BUSINESS ADMINISTRATION (MPP/MBA)



The Graziadio School of Business and Management is adjacent to the School of Public Policy on the Drescher Graduate Campus.

The Master of Public Policy and Master of Business Administration (MPP/MBA) degree program is a joint program between the School of Public Policy and the Graziadio School of Business and Management full-time program. Pepperdine's philosophy of leadership is one that embraces the highest academic standards guided by sound ethical principles. The joint MPP/MBA degree program provides an enriched leadership experience by focusing on management capabilities, leadership qualities, and a commitment to utilizing the tools of analysis and policy design to effect successful implementation and institutional change.

The Graziadio School of Business and Management full-time MBA program is highly regarded for preparing students for leadership roles in an expanding global marketplace. The School of Public Policy program draws deeply on this nation's ethical and historic roots. Both programs aspire to train students who are willing to strive for academic excellence and moral decisiveness and inspired to delve deeply into societal, community, and global issues of management and leadership. As the Graziadio School of Business and Management provides students with a comprehensive understanding of global business and management, the School of Public Policy develops analytic skills of political economics. Both schools nurture ethical and managerial skills of organization development and strategy.

The continuous scrutiny and development of the program may result in adjustments to the content, sequencing, and number of courses required during this and future academic years.

The joint MPP/MBA degree program requires a total of 97 units: 48 units of the public policy curriculum and 49 units of business school courses. It thus permits the student to complete in three years what ordinarily would require four years if undertaken separately. Applicants for the joint program must apply and be granted admission to both the School of Public Policy and the Graziadio School of Business and Management. The admission requirements for potential joint MPP/MBA degree students are identical to the admission requirements for the MPP and full-time MBA degree programs if pursued separately.

In the first year of study, the student will complete 32 units at the School of Public Policy, including 24 units of core requirements and 8 units of electives. In the second year, the student will complete 33 units at the Graziadio School of Business and Management. The third year is devoted to 16 units at the Graziadio School of Business and Management and 16 units at the School of Public Policy, including 4 units of core requirements and 12 units of electives. The list in this section shows the courses for the School of Public Policy.

With the concurrent approval of the deans of the Graziadio School of Business and Management and the School of Public Policy, the three-year joint MPP/MBA degree may be pursued by a School of Public Policy student with advanced standing. Admission to the Graziadio School of Business and Management would have to be separately granted. In such an event, the first year of business school study would be completed in the second year of the joint degree program. The chart in this section provides the course study and required sequence.

With the concurrent approval of the deans of the Graziadio School of Business and Management and the School of Public Policy, the three-year joint MPP/MBA degree also may be pursued by an MBA student with advanced standing. Again, admission to the School of Public Policy would have to be separately granted. In such an event, the School of Public Policy portion of the joint degree program would be completed in the second year of the joint program.

Of the 39 units of core requirements in the Graziadio School of Business and Management, students in the joint degree program will be exempted from two 2-unit courses on the basis of courses taken in the School of Public Policy: ECNM 592 Economic Concepts (2 units) and ECNM 612 Macroeconomic Analysis (2 units) will be satisfied by MPP 602 and MPP 605 Applied Economic Analysis of Public Policy I and II (both 4 units each). Should an MBA student plan to use ECNM 592 Economic Concepts and ECNM 612 Macroeconomic Analysis to satisfy the School of Public Policy core economics requirement, then that student will be required to take an additional 4 units in economics and an additional 4 units in electives at the School of Public Policy. The additional 4-unit course in economics will not count toward a specialization in economics. In addition, students in the joint degree program will be required to complete 4 units in quantitative and research methods. Students may either complete DESC 593 Applied Data Analysis (2 units) AND ISTM 603 Information Resources and Technology (2 units) OR complete MPP 603 Applied Research Methods in Public Policy (4 units). See later in this section for related School of Public Policy course descriptions. Should an MBA student plan to use DESC 593 Applied Data Analysis and ISTM 603 Information Resources and Technology to satisfy the School of Public Policy core research methods requirement, then that student will be required to take an additional 4 units in an elective course at the School of Public Policy.

A joint degree student must take a minimum of three electives (12 units) in one of the specializations at the School of Public Policy: Public Policy and Economics,<sup>1</sup> Public Policy and American Politics, Public Policy and International Relations, or State and Local Policy. The public policy elective courses selected by the joint degree student to fulfill this requirement must be approved by the joint degree student's advisor in the School of Public Policy.

The Graziadio School of Business and Management provides five areas of elective concentration: Dispute Resolution, Entrepreneurship, Finance, Leadership and Managing Organization Change, and Marketing. In addition, a Certificate for Socially, Environmentally, and Ethically Responsible (SEER) Business Practice is available.

School of Public Policy courses will be taught in compliance with the standards of AACSB International—The Association to Advance Collegiate Schools of Business.

<sup>1</sup>To specialize in Public Policy and Economics, one of the three required elective courses must be MPP 622 Applied Econometrics.



Students should consult the School of Public Policy and the Graziadio School of Business and Management academic catalogs for elective course offerings and course descriptions. Further information on the public policy curriculum may be obtained by contacting the School of Public Policy. Questions regarding the MBA curriculum should be addressed to the Graziadio School of Business and Management.

The required 48 units of MPP study and other MPP-related requirements for a joint MPP/MBA student are as follows:<sup>2</sup>

MPP 600	The Roots of American Order: What Is Public Policy?.....	(4)
MPP 601	Ethical Dimensions of Public Policy: Great Books and Great Ideas .....	(4)
MPP 602	Applied Economic Analysis of Public Policy I .....	(4)
MPP 603	Applied Research Methods in Public Policy .....	(4)
MPP 604	Political, Organizational, and Strategic Aspects of Public Policy Analysis .....	(4)
MPP 605	Applied Economic Analysis of Public Policy II .....	(4)
MPP 607	Policy Research Seminar (Capstone).....	(4)
MPP 699	Summer Internship .....	(CR/NC)
MPP XXX	School of Public Policy Electives .....	(20)

For an entering student admitted to the joint program, studies begun in the School of Public Policy may proceed in accordance with the following outline:

<u>Year 1</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MPP Program	16 units
Spring Semester	MPP Program	16 units
Summer Semester	MPP Internship	0 units
<u>Year 2</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MBA Program	17 units
Spring Semester	MBA Program	16 units
<u>Year 3</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MBA Program	16 units
Spring Semester	MPP Program	16 units
		Total 97 units

<sup>2</sup>This does not include special circumstances for students who begin at the Graziadio School of Business and Management and satisfactorily pass ECNM 592 Economic Concepts and ECNM 612 Macroeconomic Analysis to fulfill the School of Public Policy core economics requirement. This also does not include special circumstances for students who begin at the Graziadio School of Business and Management and satisfactorily pass DESC 593 Applied Data Analysis and ISTM 603 Information Resources and Technology to fulfill the School of Public Policy core research methods requirement.

Students in the joint program may waive four 2-unit business school core courses and 4 units of electives on the basis of completing the following three 4-unit School of Public Policy courses with a grade of “B” or better:

**MPP 602. Applied Economic Analysis of Public Policy I (4)**

This course is designed to help students learn to apply important economic principles to domestic and global policy issues. Students will develop skills in the application of economic reasoning to policy problems. Included are such key principles and concepts as consumer choice, the production decisions of firms, the function of prices in allocating scarce resources, the pricing of public goods, the role and behavior of markets, market failure, and externalities.

*Satisfies ECNM 592 Economic Concepts (2) and 2 units of economics electives.*

**MPP 603. Applied Research Methods in Public Policy (4)**

This course emphasizes the application of research methodology and statistical techniques for evaluating the performance of public policy decisions. Students should understand and apply basic research design methodology and interpret results. The course provides both a theoretical foundation and practical applications of these methods, including variance, regression, cost-benefit analysis, survey sampling, and other tools of evaluation. Included is an introduction to the rich sources of data available on the Internet.

*Satisfies DESC 593 Applied Data Analysis (2) and ISTM 603 Information Resources and Technology (2).*

**MPP 605. Applied Economic Analysis of Public Policy II (4)**

A continuation of Applied Economic Analysis of Public Policy I, this course shares the objective of applying economic principles to current policy issues. The course focuses on the tools of both microeconomic analysis and macroeconomic analysis and the role of government in the economy. Topics covered include the public sector, the role and effect of fiscal and monetary policy, and the global economy. Prerequisite: MPP 602 Applied Economic Analysis of Public Policy I.

*Satisfies ECNM 612 Macroeconomic Analysis (2) and 2 units of economics electives.*

*Footnotes for page 67*

<sup>1</sup>This recommended sequence is based on students starting the first year with the School of Public Policy. Students starting with the Graziadio School are recommended to meet with their program advisor as they may be required to take additional course work.

<sup>2</sup>ACCT 591 and/or ISTM 603 may be waived based on prior course work or passing a qualifying examination.

<sup>3</sup>Students who satisfy ISTM 603 at the School of Public Policy will take an elective from the GSBM courses.

<sup>4</sup>Career development requirements must be complete before registering for the second year of study.

<sup>5</sup>FINC 614 and/or MKTG 615 may be waived based on prior course work or passing a qualifying examination. Waived students must take FINC 604 and/or MKTG 605 and an elective in the waived course's field.

<sup>6</sup>ACCT 601, ACCT 603, ACCT 605, or ACCT 612 will meet this requirement.

<sup>7</sup>BSCI 631, DESC 636, OTMT 618, OTMT 630, OTMT 632, OTMT 634, OTMT 635, OTMT 671, or STGY 640 will meet this requirement.

<sup>8</sup>BSCI 617, BSCI 631, BSCI 633, BSCI 635, LEGL 631, OTMT 634, or OTMT 671 will meet this requirement.

## Master of Business Administration Recommended Sequence

Fall Trimester (Year 2) <sup>1</sup>					
Session A			Session B		
ACCT 591	Financial Accounting <sup>2</sup>	(2)	ACCT 602	Cost Accounting	(2)
ECNM 602	Managerial Economics	(2)	OTMT 608	Theories and Models of Organization	(2)
BSCI 607	Personal Development for Leadership	(2)	ISTM 603	Information Resources and Technology <sup>2,3</sup>	(2)
BSCI 650	Personal and Leadership Development Workshop	(1)			
LEGL 616	Managing Within the Legal, Ethical, and Governmental Environment	(4)	LEGL 616	Managing Within the Legal, Ethical, and Governmental Environment (Cont.)	
GSBM 560	Career Seminar <sup>4</sup>	(0)	GSBM 560	Career Seminar (Cont.)	
Spring Trimester (Year 2)					
Session A			Session B		
DESC 603	Quantitative Business Analysis	(2)	ISTM 613	Technology and Operations Management	(2)
FINC 614	Finance <sup>5</sup>	(4)	FINC 614	Finance (Cont.)	
MKTG 615	Marketing <sup>7</sup>	(4)	MKTG 615	Marketing (Cont.)	
ACCT	Accounting Elective <sup>6</sup>	(2)	OTMT	Organizational Management Elective <sup>7</sup>	(2)
Fall Trimester (Year 3)					
Session A			Session B		
STGY 619	Strategic Management	(4)	STGY 619	Strategic Management (Cont.)	
	Free Elective	(2)	BSCI	Applied Behavior Analysis Elective <sup>8</sup>	(2)
	Free Elective	(2)		Free Elective	(2)
	Free Elective	(2)		Free Elective	(2)

Please reference footnotes on page 66.

Complete course titles and descriptions for the MBA sequence can be found in the Graziadio School's academic catalog at [bschool.pepperdine.edu/programs/catalog](http://bschool.pepperdine.edu/programs/catalog).

## JOINT MASTER OF PUBLIC POLICY AND MASTER OF DISPUTE RESOLUTION (MPP/MDR)



*The magnificent 830-acre campus, most of which remains in its natural state, is located just minutes outside of Los Angeles.*

The Master of Public Policy and Master of Dispute Resolution (MPP/MDR) degree program is a joint program between the School of Public Policy and the Straus Institute for Dispute Resolution of the School of Law.

The Straus Institute for Dispute Resolution program is well established and well regarded, having been recognized for the last 10 years as the top dispute resolution program in the country by *U.S. News and World Report*. The School of Public Policy program draws deeply on this nation's ethical and historic roots.

The joint MPP/MDR degree program requires a total of 82 units: 26 units in dispute resolution courses and 56 units in public policy. Normally, completing a Master of Dispute Resolution (MDR) and a Master of Public Policy (MPP) separately would require 32 and 64 units, respectively, or a total of 96 units.

Applicants for the joint degree program must apply and be granted admission to both the School of Public Policy and the Straus Institute for Dispute Resolution. The admission requirements for potential joint MPP/MDR degree students are identical to the admission requirements for the MPP and MDR degree programs if pursued separately.

With the concurrent approval of the deans of the School of Law and the School of Public Policy, the joint MPP/MDR degree may be pursued by a School of Public Policy student with advanced standing. Admission to the Straus Institute for Dispute Resolution would have to be separately granted. In addition, with the concurrent approval of the deans of the School of Law and the School of Public Policy, the joint MPP/MDR degree also may be pursued by a Straus Institute for Dispute Resolution student with advanced standing. Admission to the School of Public Policy would have to be separately granted.

The continuous scrutiny and development of the program may result in adjustments to the content, sequencing, and number of courses required during this and future academic years.

All joint MPP/MDR degree students must complete 28 core units and 28 elective units (8 of which must be qualifying MDR-related MPP courses) in the School of Public Policy. In addition, all joint degree students must complete 16 core units, 4–6 elective units, and either a 6-unit dispute resolution thesis and MPP Summer Internship or the 4-unit externship requirement (see item 6) in the Straus Institute for Dispute Resolution. The detailed requirements for the joint MPP/MDR program are as follows:

1. Completion of all 28 units of the School of Public Policy core courses.
2. Completion of 8 elective units in the School of Public Policy from among the following qualifying MDR-related MPP electives:

MPP 623	Law and Economics .....	(4)
MPP 642	Environmental Regulation, Business, and Society.....	(4)
MPP 644	Public Policy and the Family.....	(4)
MPP 645	Public Policy and Religion .....	(4)
MPP 646	Public Policy and Education in America.....	(4)

MPP 663 Business-Government Cooperation ..... (4)  
MPP 682 Policy Relationships of State and Local Government ..... (4)  
MPP 686 Permissions, Development, and the Environment ..... (4)

3. Completion of 20 additional elective units in the School of Public Policy. Of the 28 elective units taken at the School of Public Policy, 12 units must be taken in one of four specializations: Public Policy and Economics,<sup>1</sup> Public Policy and American Politics, Public Policy and International Relations, and State and Local Policy.

4. Completion of 16 core MDR units consisting of the following eight required courses:

LAW 380 Mediation Clinic ..... (2)  
LAW 1122 Communication and Conflict ..... (2)  
LAW 1302 Psychology of Conflict ..... (2)  
LAW 1422 Mediation Theory and Practice ..... (2)  
LAW 1492 Negotiation Theory and Practice ..... (2)

One arbitration course selected from the following:

LAW 1672 Arbitration Law, LAW 372 International Commercial Arbitration (Students who complete LAW 372 are not eligible to take LAW 2832 or 2902). LAW 1632 Arbitration Practice and Advocacy, LAW 1642 Arbitration Law in the Securities Industry, LAW 2832 International Commercial Arbitration Theory and Doctrine, or LAW 2902 International Commercial Arbitration Procedure and Practice..... (2)  
LAW 1902 Cross-Cultural Conflict and Dispute Resolution..... (2)  
LAW 2942 Introduction to U.S. Law ..... (2)

5. Completion of 4–6 elective units in the MDR program. The courses available for the elective units are as follows:

LAW 1242 Environmental and Public Policy Dispute Resolution..... (2)  
LAW 1282 Dispute Resolution and Religion ..... (2)  
LAW 1522 Advanced Mediation Seminar ..... (2)

One arbitration course selected from the following:

LAW 1672 Arbitration Law, LAW 372 International Commercial Arbitration (Students who complete LAW 372 are not eligible to take LAW 2832 or 2902). LAW 1632 Arbitration Practice and Advocacy, LAW 1642 Arbitration Law in the Securities Industry, LAW 2832 International Commercial Arbitration Theory and Doctrine, or LAW 2902 International Commercial Arbitration Procedure and Practice..... (2)  
(whichever was not taken as part of the required core)  
LAW 1712 Interviewing, Counseling, and Planning..... (2)  
LAW 1912 Dispute Resolution in Education ..... (2)

<sup>1</sup>To specialize in Public Policy and Economics, one of the three required elective courses must be MPP 622 Applied Econometrics.

LAW 1932	Divorce and Family Mediation .....	(2)
LAW 2108	Restorative Justice .....	(2)
LAW 2133	International Investment Disputes .....	(2)
LAW 2282	Selected Issues in Dispute Resolution:	
	Apology, Forgiveness, and Reconciliation .....	(2)
	Dispute Resolution Systems Design .....	(2)
	Dispute Resolution and Technology .....	(2)
	Employment Disputes .....	(2)
	Entertainment Industry Disputes .....	(2)
	Healthcare Dispute Resolution .....	(2)
	Intellectual Property .....	(2)
	Labor Disputes .....	(2)
	Managing Litigation and Conflict for	
	Corporations and Organizations .....	(2)
	Ombuds .....	(2)
	Settling Mass Torts .....	(2)
LAW 2392	Faith-Based Diplomacy and International Peacemaking .....	(2)
LAW 2602	Current Issues in International Dispute Resolution:	
	Hong Kong/Beijing .....	(2)
	London/Geneva .....	(2)

6. Completion of either the 6-unit MDR thesis and MPP Summer Internship or the 4-unit MDR externship requirement as described in the School of Law catalog. However, joint MPP/MDR degree students must design their thesis or externship experience to address, evaluate, or incorporate the substantive principles of both areas of study. The MDR externship requirement can be substituted for the MPP Summer Internship requirement. The MDR externship and MPP internship must be approved by each respective school.

In addition to the required 28 units of core courses for MPP study, the joint MPP/MDR degree student also must complete 28 units of electives (consult this catalog for elective offerings). The required core courses are as follows:

MPP 600	The Roots of American Order: What Is Public Policy?.....	(4)
MPP 601	Ethical Dimensions of Public Policy:	
	Great Books and Great Ideas .....	(4)
MPP 602	Applied Economic Analysis of Public Policy I .....	(4)
MPP 603	Applied Research Methods in Public Policy .....	(4)
MPP 604	Political, Organizational, and Strategic Aspects of	
	Public Policy Analysis .....	(4)
MPP 605	Applied Economic Analysis of Public Policy II .....	(4)
MPP 607	Policy Research Seminar (Capstone).....	(4)
MPP 699	Summer Internship <sup>2</sup> .....	(CR/NC)

<sup>2</sup>This requirement is waived for joint students fulfilling the 4-unit MDR externship requirement.

For an entering student admitted to the joint program, studies in the School of Public Policy shall proceed in accordance with the following outline:

<u>Year 1</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MPP Program	16 units
Spring Semester	MPP Program	16 units
Summer Semester	MDR Externship	4 units
<u>Year 2</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MPP Program	16 units
Spring Semester	MPP Program	8 units
	MDR Program	8 units
Summer Semester	MDR Program	8–10 units
<u>Year 3</u>	<u>Program</u>	<u>Total</u>
Fall Semester	MDR Program	4–6 units

Total 80–84 units

With permission from the associate director of the Straus Institute for Dispute Resolution, a joint MPP/MDR student may enroll in winter intensive MDR sessions.

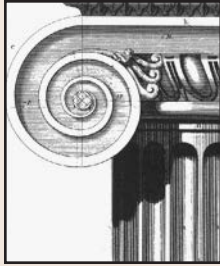
Further information on the public policy curriculum may be obtained by contacting the School of Public Policy. Questions regarding the dispute resolution curriculum should be addressed to the Straus Institute for Dispute Resolution.





*Public policy graduate students living on campus reside in the Drescher Graduate Campus Apartments.*





POLICIES  
AND  
PROCEDURES

◀ *The Drescher Graduate Complex includes centers for three graduate schools, the Center for Learning and Technology, and the Villa Graziadio Executive Center.*

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## ADMISSION INFORMATION



*Dean James R. Wilburn discusses program requirements with a prospective student at the School of Public Policy's annual open house.*

All policies of the School of Public Policy, both academic and nonacademic, are subject to change within a school year. Therefore, all current policies may not be reflected in the most recent catalog.

## Introduction

Pepperdine University seeks students possessing distinctive academic promise, high standards of personal conduct, and a sense of professionalism. Students seeking admission to the School of Public Policy must have received a bachelor's degree from a regionally accredited college or university prior to matriculation.

Only those applicants who show substantial promise of successfully completing the study of public policy are accepted. Students will enter the Pepperdine School of Public Policy with a variety of baccalaureate degrees and professional experiences, exemplifying the school's commitment to interdisciplinary study. The school seeks highly motivated students with a demonstrated commitment to scholarship, an appreciation for human values, and the desire to make a difference in the spheres of influence in which they are preparing to serve.

The School of Public Policy strives to be a diverse academic community—religiously, economically, geographically, ethnically, and culturally. Applicants who may contribute to a diverse community are encouraged to apply.

Applicants are advised that the decision of admission is contingent upon the truthfulness of the information contained in the application files submitted by the applicants and/or persons of their choice, including letters of recommendation. Discovery of false information subsequent to admission is, at the University's discretion, grounds for withdrawal of the offer of admission or for immediate dismissal at any point in the student's course of study. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

## Evaluation of Candidates

Responsibility for evaluation of candidates for admission is vested in the Admission Committee of the School of Public Policy. Upon completion of the file, it is sent to the committee where objective criteria such as the undergraduate grade point average and the standardized admission test scores are carefully evaluated. The next stage is subjective and includes evaluation of the applicant's ability to make a positive contribution to the unique environment of a Christian public policy school, employment experience, community involvement, commitment to high standards of morality and ethics, reasons for wanting to study public policy, and any other relevant subjective information furnished by the applicant.

## Diversity

The School of Public Policy seeks to attract students who will bring variety, diversity, and excellence to the study of public policy. In addition to academic performance, admission decisions are based on consideration of other factors that would serve these purposes. These factors include unique professional or service experience, a history of overcoming disadvantage, unusual life experiences, unique cultural experience, racial and ethnic origin, and other qualities that are likely to enrich the learning and living environment at the School of Public Policy and serve the University's mission.

## Admission Procedure

Prospective students should apply online by completing the School of Public Policy online application at [publicpolicy.pepperdine.edu/admission](http://publicpolicy.pepperdine.edu/admission).

1. A completed online Application for Admission is required with a \$50 nonrefundable application fee. Priority deadline for admission and scholarship consideration is February 1. Applications should be received by the School of Public Policy, Office of Admission by May 1 for fall admission. Applications received after the May 1 deadline will be reviewed, and offers of admission will be made on a space-available basis.
2. Two letters of recommendation are required. Recommendations should be furnished by those individuals who can best assess the applicant's ability to succeed in a school of public policy and should establish the applicant's academic accomplishments, professional skills, and/or commitment to the public sector. When possible, one of the recommendations should be provided by an academic person familiar with the applicant's undergraduate studies and the other from an employer or a professional in a position to judge the applicant's potential for success. Relatives should not be asked to submit letters of recommendation. Prospective Student Recommendation Forms are provided for the recommenders' convenience. If an individual prefers to submit the recommendation in a letter format, the applicant's full name should be provided. Stamped envelopes properly addressed to the Pepperdine University School of Public Policy Office of Admission, 24255 Pacific Coast Highway, Malibu, CA 90263-7493 should be provided to those submitting recommendations on the applicant's behalf. The letters may also be e-mailed from the recommender's professional e-mail address to [spadmissions@pepperdine.edu](mailto:spadmissions@pepperdine.edu) or faxed to (310) 506-7494.
3. Each applicant for admission must take a standardized admission test and submit the official scores to the School of Public Policy of Pepperdine University. The Graduate Record Examination (GRE) is the preferred test, although the Graduate Management Admission Test (GMAT) and the Law School Admission Test (LSAT) may be considered. Applicants should contact the Office of Admission directly to discuss test requirements. It is recommended that applicants take the applicable test well in advance of the



application process, but not sooner than five years in advance of the year for which the applicant is applying. All official test scores should be sent directly to the Office of Admission from the testing service.

For more information on the GRE, GMAT, or LSAT, contact

**GRE**

Educational Testing Service  
P.O. Box 6000  
Princeton, NJ 08541-6000  
(609) 771-7670  
ets.org/gre  
Pepperdine University school code: 4630

**GMAT**

Graduate Management Admission Council  
P.O. Box 2969  
Reston, VA 20195  
(703) 668-9604  
mba.com  
Pepperdine University school code: 37B-Q9-63

**LSAT**

Law School Admission Council  
662 Penn Street  
Newtown, PA 18940  
(215) 968-1001  
lsac.org  
Pepperdine University school code: 4326

**Note to international applicants** (applicants with undergraduate degrees from institutions outside of the United States or Canada): The School of Public Policy acknowledges that the GRE scores of international students may be affected by language and cultural differences. This is taken into consideration when such students' applications are evaluated. The scores are required and must come directly from the Educational Testing Service.

4. A bachelor's degree with an acceptable grade point average from a regionally accredited four-year college or university is required.
5. An official transcript should be sent to the School of Public Policy directly from each college or university attended. A final official transcript from the college or university that granted the degree, showing the baccalaureate degree posted and date awarded, is required before attending. Transcripts must be mailed directly by the registrar from the college or university that granted the undergraduate degree and must be sent to the School of Public Policy Office of Admission. All transcripts and documents submitted become the property of the University and are not returnable.

**Note to international applicants:** The academic records referred to as transcripts should provide a listing, year by year, of all courses taken as well as the grade or mark received for each course and must be signed

by the registrar, controller of examinations, or president of the university issuing the document. Official records are to be in the language of instruction, accompanied by official translations in English, if applicable. Translations must bear an original ink signature and seal, as translations alone will not be acceptable. Translations sent directly from the institution are considered official. The grading scale of the institution and the student's rank in class should be included when such information is available. Secondary school records should not be submitted. Transcripts must bear an official signature in ink of the appropriate official of the institution(s), such as the registrar or recorder of records, and must bear the institutional seal. If the college or university will not provide original official academic documents, exact copies that have been verified as "Certified True Copies" by the appropriate institutional official of each institution which the student has attended should be sent. Uncertified copies are not acceptable.

6. A completed personal statement and one essay on an ethical or moral dilemma should accompany the online application. Essay and statement requirements are outlined on the School of Public Policy website at [publicpolicy.pepperdine.edu/admission/requirements](http://publicpolicy.pepperdine.edu/admission/requirements).
7. A current résumé or curriculum vitae should be included. While work experience is not required for entrance to the Master of Public Policy program, professional experience will be considered as part of the admission process and can greatly strengthen the applicant's profile as a candidate for admission.
8. A score of at least 600 on the Paper-Based Test (PBT) or 94 on the Internet-Based Test (iBT) for the Test of English as a Foreign Language (TOEFL) is required for applicants whose primary language is not English and who are not graduates of a college or university in the United States. Official scores should be sent directly to the Office of Admission. For test center and test information, visit the TOEFL website at [toefl.org](http://toefl.org). The Pepperdine University institution school code is 4630. Applications are not considered complete until the institution receives the TOEFL score. In lieu of the TOEFL score, a score of 7 or better on the International English Language Testing System (IELTS) exam will be accepted. For test center and test information, visit the IELTS website at [ielts.org](http://ielts.org). IELTS tests are administered at accredited test centers throughout the world.
9. International students who do not hold a permanent resident visa in the United States must submit an International Student Data Form. Upon acceptance to the program, the International Student Data Form may be obtained from the School of Public Policy website.

It is the applicant's responsibility to be certain that the Application for Admission is on file by the published deadline. Admission to the Pepperdine University School of Public Policy will not be considered until the application file is complete. Application files are kept confidential and are not provided to another who does not have a legitimate need to know.



## Campus Visits

Prospective students are encouraged to visit the campus and tour the facilities. Whenever possible, a campus visit may include a meeting with a current student and a classroom visit. It is recommended that an appointment be made for a campus visit with the Office of Admission. The School of Public Policy admission staff are available to answer questions and provide information.

## Accepting an Offer of Admission

Applicants will be notified of acceptance status only after the application file is complete and the Admission Committee has reviewed the file. Offers of admission to entering first-year students are made only for the fall semester.

The applicant is required to make a nonrefundable deposit of \$200 to the School of Public Policy to accept the offer of admission. Acceptance deposit receipt deadlines will be stated in the offer of admission. For those applicants who matriculate, the acceptance deposit will be applied toward the first semester's tuition.

### Deferral

Accepted applicants may defer admission for one year after review and approval from the Office of Admission. Scholarship offers cannot be guaranteed to those applicants who defer admission.

## Enrollment Classification and Admission Status

Enrollment in the University in other than Regular Status is not synonymous with admission to a degree program, and permission to enroll does not imply that a student is, or will be, automatically guaranteed the right to continue in a degree program. Students are classified in groups on the basis of their academic preparation and degree objectives.

### Regular Status

For admission to Regular Status, applicants must meet the minimal requirements for admission together with any and all requirements specified by the academic program in which the work is to be taken.

### Unclassified Status

Students who, for valid reasons, cannot complete the application file before registration may be allowed to enroll as Unclassified Status students. In all cases, the student must have on file a complete Application for Admission and furnish a statement of satisfactory academic standing at the last institution attended. Permission to enroll with Unclassified Status will be determined by the dean of the School of Public Policy. Students may enroll as Unclassified Status for 45 days only, and all applicable finance policies apply. It is the student's responsibility to make certain that the

admission requirements are completed by the end of this period. No amount of credit taken while in Unclassified Status will assure a student of admission. Admission to Pepperdine University will be confirmed by a letter from the assistant dean for student services upon completion of the application file. Discovery of false information subsequent to admission is, at the University's discretion, grounds for withdrawal of the offer of admission or for immediate dismissal at any point in the student's course of study. Dismissal shall result in forfeiture of all charges paid and academic credits earned.

### **Nondegree Status**

Students may apply for enrollment in Nondegree Status if they do not wish to pursue a degree or credential but intend to have credits received from the University transferred elsewhere. Course work taken as a Nondegree Status student is not generally applied to degree programs at the University. Students in this status may not advance register. No amount of course work taken while in Nondegree Status will assure a student of admission. Requests for permission to enroll in this status should be addressed to the School of Public Policy Office of the Dean.

## **Other Admission-Related Policies**

### **Transfer Credit**

An applicant may file a petition with the Office of the Dean for the approval of transfer units acceptable for graduate-level course work from a regionally accredited institution or foreign institution as recognized by the Office of International Student Services, provided that the transfer credit meets all equivalency requirements. The School of Public Policy will allow no more than 8 units of approved equivalent graduate-level transferable credit. Transfer credit will be provided only for elective courses. Transfer credit will not be applied to core courses. Students transferring 8 or fewer units of approved credit must complete at least 56 of the required 64 units of study in residence in order to graduate from Pepperdine University School of Public Policy.

Applicants seeking transfer credit prior to admission should file a written petition with the Office of the Dean two weeks in advance of the application deadline. Students in good standing, free of probation, may petition for transfer credit courses taken outside the School of Public Policy and after admission to the School of Public Policy under certain conditions. These petitions must include the course description from the applicable catalog, number of units, duration of course, grade received, and other pertinent information. Students should be aware that a reduction or change in course load may adversely affect scholarship and financial aid.

Transfer credit will be considered for review only after meeting the following guidelines: the course work must be graduate level and completed at an accredited graduate school, the grade received must be a "B" or better, the course work may not be more than five years old at the time of admission to the

School of Public Policy, and the course work must be equivalent and relevant to the current Pepperdine School of Public Policy curriculum.

Credit will not be given for life experience, non-credit extension courses, thesis work, credit by examination, undergraduate course work, and work or internship experiences.

If approved, the transfer credit will count toward the student's unit requirements for the program, but the grade received will not be factored into the student's Pepperdine grade point average.

### **Course Challenge**

A student may submit a petition to the Office of the Dean to challenge a course. Certain core courses which can be challenged successfully may be substituted upon the approval of the instructor. No course credit will be waived. Students transferring 8 or fewer units of approved credit must complete at least 56 of the required 64 units of study in residence in order to graduate from Pepperdine University School of Public Policy. (For example, should a student successfully challenge MPP 602 Applied Economic Analysis of Public Policy I, that student must take an economics elective in lieu of that course.)

### **Readmission**

Students who take a leave of absence or withdraw from the School of Public Policy and wish to reapply must send a written notice to the Office of Admission. Applications for readmission must be received seven weeks prior to the start of the semester in which the student wishes to enroll. The GRE, GMAT, or LSAT does not need to be repeated if the scores are not more than five years old. Approved applicants for readmission will be permitted to reenroll after receiving academic and financial clearance. Students who have been readmitted are subject to fulfillment of all program curriculum changes and degree requirements that have been instituted in their absence. Students must submit official transcripts from any school attended during the absence, whether or not transfer credit is being requested. Original scholarship offers cannot be guaranteed for readmission.

In making a decision about an application for readmission, the following matters are among those considered:

- The academic standing of the student prior to withdrawal.
- The length of time between the withdrawal and application for readmission.
- The reasons for withdrawal.

### **Withdrawal Because of Military Service**

Students in good standing who are required to withdraw because of an involuntary military obligation are entitled to return provided they were in good standing, free of probation, at the time of withdrawal. (See "Involuntary Military Service" under "Academic Policies" for more information.)

## FINANCIAL INFORMATION AND AID



*The Thornton Administrative Center houses many University employees and offices including the Office of Student Information and Services.*

Tuition and fees cover only a portion of the total costs of educating a student at Pepperdine. Because the University is a private, independent institution that does not receive operating support from public funds, gifts from supporters and alumni, grants from supporting foundations, and income from endowments provide both operational and capital funds not provided by student tuition, fees, and other charges.

## Current Charges

The following charges are for the academic year beginning August 2014. Pepperdine University reserves the right to adjust the charges at any time before the charges are incurred by the student. Charges may be expected to increase on an annual basis as higher education continues to experience cost increases.

### General Charges

Application for Admission (nonrefundable).....	\$50
Acceptance deposit (nonrefundable) <sup>1</sup> .....	\$200

### Tuition and Fees

Per semester (12–18 units).....	\$22,585
Per unit (fewer than 12 units and more than 18 units).....	\$1,445
Orientation Workshop fee.....	\$275

### Room Charges

Housing prepayment deposit <sup>2</sup> .....	\$500
Room only, single, per semester <sup>3</sup> .....	\$6,825

<sup>1</sup>All first-year students must submit this deposit to guarantee the right to register. This deposit will be credited toward tuition charges upon enrollment.

<sup>2</sup>Required of all new students to reserve a space in campus housing. The prepayment will be credited toward room charges upon occupancy.

<sup>3</sup>Room charges for one semester. Fall housing contracts are for two semesters, the fall and spring semesters.

**Other Charges (Nonrefundable)**

Late registration fee.....	\$150
Withdrawal fee.....	\$150
Class audit fee, per class.....	\$250
Course challenge fee.....	\$250
Official transcript fee, per copy.....	\$5
Two-payment option service charge <sup>4</sup> .....	\$25
Three-payment option service charge <sup>5</sup> .....	\$50
Finance charge (per day) <sup>6</sup> .....	0.027%
Returned check charge.....	\$25

**Typical Student Budget for Nine Months, 2014–2015****Single Student**

Tuition (two semesters).....	\$45,170
Workshop (one-time fee).....	\$275
Books/supplies (estimated).....	\$1,000
Room and board.....	\$16,800
Transportation.....	\$2,000
Miscellaneous personal <sup>7</sup> .....	\$6,500
Loan fees.....	\$560
<b>TOTAL.....</b>	<b>\$72,305</b>

**Payment Policies**

The student is responsible for the payment of any outstanding balance on his or her student account. All tuition, fees, room, and board charges are due by the first day after the add/drop period of the term unless the student is eligible for and has chosen one of the installment payment options listed in the following section. Students who register after the due date are required to pay at the time of registration. Registration and confirmation of class assignments are not complete until financial clearance is received, indicating full or partial payment in accordance with the payment policies described in this section.

The online student account serves as the official student bill and will reflect the charges, credits, amounts due, and specific due dates. Students have the responsibility to view their student account online for their account balance due and to make the appropriate arrangements for payment to be received in the Office of Student Accounts by the due date. Finance charges will accrue

<sup>4</sup>Students who are eligible for and choose to use the two-payment option will be assessed a \$25 service charge per term, due with the first payment.

<sup>5</sup>Students who are eligible for and choose to use the three-payment option will be assessed a \$50 service charge per term, due with the first payment.

<sup>6</sup>A 0.027 percent per day delinquency charge (liquidated damages under Cal. Civ. Code §1671b) is applicable to all delinquent balances. The imposition of such a delinquency charge does not constitute an agreement to forebear collection of the delinquent account.

<sup>7</sup>This amount includes \$3,220 for students who elect to enroll in the University health insurance plan.

daily on charges not paid by the due date. To avoid these charges, the Office of Student Accounts must receive the payment by the due date.

In the event that the student fails to attend class or leaves the University for any reason, the student must formally withdraw through the School of Public Policy Office of the Dean and the Office of Student Information and Services. In addition, withdrawing students must contact the School of Public Policy Office of Financial Aid and the Office of Housing and Residence Life, if applicable. Failure to complete this withdrawal process will result in continued obligation for tuition and other charges.

In compliance with the Family Educational Rights and Privacy Act (FERPA), students who wish to grant parents, spouses, and/or third parties access to their student account information or to allow the parent, spouse, or third party the ability to make an online payment must grant the person access to this information and payment link by completing the “Guest Access” link on the student’s WaveNet account.

## **How to Pay**

The University will accept the following forms of payment in addition to financial aid and loans toward a student account balance: cash, checks (must be drawn on a U.S. bank in U.S. dollars), and wire payments (contact the Office of Student Accounts for information about where to send payment).

Paper checks should be made payable to Pepperdine University and must include the student’s name and University-issued identification number. These checks can be dropped off at OneStop or the Office of Student Accounts (located at the School of Law) or mailed directly to the University:

Pepperdine University  
Office of Student Accounts  
24255 Pacific Coast Highway  
Malibu, CA 90263-7999

Books and supplies are purchased at University bookstores and, accordingly, require separate checks. A fee will be assessed for each returned check or eCheck. Repeated occurrences of returned checks will necessitate that future payments be made in cash or by cashier’s check.

eCheck payments may be made online by clicking the “Make A Payment” link located in the Student Center in WaveNet. Transaction fees are not charged for making eCheck payments online.

Payments in excess of the amounts due to the University may be rejected and returned to the payor. Students are responsible for accurate and timely payments. Any overpayment amounts accepted by the University may be refunded at the end of the term with the student’s written request. A \$50 processing fee will be deducted from the amount of the refund.

The School of Public Policy Office of Student Accounts may be contacted at (310) 506-4981.

## **Penalties on Delinquent Balances**

Paper bills are not produced. The amount due for each term is available by viewing the online student account, which reflects the charges, credits, amounts due, and specific due dates for each term. Students are responsible to view their online student account for their balance due and to make appropriate arrangements for payment to be received by the due date. Finance charges will accrue daily on any past due balances.

## **Add/Drop Policy**

Students may change courses only during the add/drop period. Students registered for fewer than 12 units who subsequently add units that bring their total unit load to 12 to 18 must pay the flat-rate amount. If units are added that result in additional charges being due, the charges must be paid at the time of the change or be handled in accordance with the installment payment options. Students who drop units within the flat-rate range (12–18) are not eligible for a refund. Students are responsible for dropping any class that is cancelled but may add another class in its place.

## **Advance Registration**

Any continuing student whose account is current and has not previously been subject to collection will be permitted to advance register without payment for the future term until the designated due date. Students who do not comply with payment policies or whose accounts have previously been subject to collection will be required to pay for all future term charges in advance prior to being allowed to register for that term.

In the event that a student advance registers but subsequently fails to attend a class, the student should formally withdraw through the Office of Student Information and Services to avoid continued obligation for tuition and term fees, which will accrue finance charges if not paid. The \$150 withdrawal fee will be applied to the accounts of students who advance register and do not attend class.

The University reserves the right to cancel the course registration for any student who advance registers for a subsequent semester but fails to clear his or her student account balance of any outstanding charges by the end of the preceding semester.

## **Security Interest in Student Records**

A student may not receive any diploma, certificate, or transcript until all accounts, current or otherwise, have been settled in accordance with University policies as outlined. Such documents will be retained by Pepperdine University as security for such obligations until they are satisfied. In addition, every student with a federal loan must complete mandatory loan exit counseling online before any records will be released.

If a student defaults on payment of a student loan and/or student account balance, all records will be held until the student either pays off the balance owed or brings the loan and/or account to current status. In addition, every



student with a Federal Perkins Loan must complete an exit interview with the Account Resolution Office before any records will be released. Each student also agrees to pay all costs of collection upon default including, but not limited to, collection agency fees, attorney fees, and location searches.

If a student defaults on payment of a Perkins/National Direct Student Loan, all records will be held until the student either pays off the loan or brings the loan to current status.

## Payment Options

The University offers several payment options for students to pay their tuition, room, and board charges.

### Simple Payment Option

The balance of the student's account is due in full by the first day after the add/drop period of the term. Finance charges will be assessed for each payment that is late.

### Installment Payment Options (Two-Payment Option or Three-Payment Option)

If the student's account has not previously been in default, that student will be permitted to pay the charges for tuition, room, and board remaining, after deduction of any financial aid, in installments as described in this section. Finance charges will be assessed daily for each installment payment that is late. The privilege of using one of the installment payment options will be revoked upon any installment payment becoming delinquent. Students who do not comply with payment policies or whose account has previously been subject to collection will be required to pay all charges prior to future registrations and advance registrations.

The installment payment option is not applicable for the summer term. Registration for the summer term requires payment of all charges on or before the designated due date for that term.

#### Two-Payment Option

Tuition, room, and board charges remaining, after deduction of any financial aid, are divided into two equal installments to be paid according to the schedule in this section. All other charges are due on or before the due date listed on the student's online account. A nonrefundable \$25 service charge per term will be added to the student account and due with the first payment.

#### For Fall and Spring Terms

First installment due on or before: First day after the add/drop period for the term

Second installment due on or before: 30 calendar days from the first installment payment due date

**Three-Payment Option**

Tuition, room, and board charges remaining, after deduction of any financial aid, are divided into three equal installments to be paid according to the schedule in this section. All other charges are due on or before the due date listed on the student’s online account. A nonrefundable \$50 service charge per term will be added to the student account and due with the first payment.

**For Fall and Spring Terms**

- First installment due on or before: First day after the add/drop period for the term
- Second installment due on or before: 30 calendar days from the first installment payment due date
- Third installment due on or before: 30 calendar days from the second installment payment due date

**Refund Policies**

University operating expenses and student charges are planned on an annual basis. The refund policies have been established in recognition of both the University’s advance commitment to operating expenses and a spirit of fairness for students who find it necessary to discontinue the use of University services.

**Tuition**

Consideration for refund of tuition requires written notice from the student to the School of Public Policy and the Office of Student Information and Services of the student’s intention to drop a course or withdraw from the University. The date of the e-mail notification from the student’s Pepperdine e-mail account or the postmark date is the effective date for determining the refund amount according to the schedule below.

Students may drop classes without tuition penalty during the add/drop period only; however, students who withdraw from all classes after the initial registration and through the last day of add/drop for the term will be charged a \$150 withdrawal fee. Students withdrawing from courses after the add/drop period are subject to the partial refund policies listed below. Students should consult the “Academic Calendar” in this catalog for the deadline for withdrawal with a grade of “W.”

Through the add/drop period.....	100% less \$150
During the third week*.....	75%
During the fourth week*.....	50%
Through the seventh week*.....	25%
After the seventh week*.....	0%

*\*A week is a calendar week in which any School of Public Policy class is scheduled.*

## Room and Board

Students are financially responsible for the room charges for the entire contractual period once they have checked into the apartment complex.

Students who leave campus to participate in a Pepperdine international program or graduate from Pepperdine University will be released from this contract without penalty.

All other requests to obtain release from this contract must be submitted in writing to the Office of Housing and Residence Life. Students should be advised that contract releases are rarely granted. Any contract cancelled following check-in, as a result of an approved petition, will result in a \$250 cancellation fee assessed to the student's account. Students who move off campus without approval from the Office of Housing and Residence Life are responsible for the remainder of the contracted room charges and, if applicable, board charges for the full contractual period.

The cancellation fee schedules are as follows:

### New graduate student

No Show .....	\$500
Cancellation before July 1 .....	No Penalty
Cancellation on or after July 1 .....	\$250
Cancellation on or after July 15 .....	\$500

### Returning graduate student

No Show .....	\$500
Cancellation before April 21 .....	No Penalty
Cancellation on or after April 21 .....	\$250
Cancellation on or after May 1 .....	\$500
Cancellation on or after June 1 .....	\$600
Cancellation on or after July 1 .....	\$700
Cancellation on or after August 1 .....	\$800

All housing cancellations must be made in writing to the Office of Housing and Residence Life. E-mail is acceptable to [housing@pepperdine.edu](mailto:housing@pepperdine.edu). Students should refer to their housing contracts for clarification of these policies.

Students are permitted to either purchase a meal plan or have Waves Cash added to their identification card that can be used in any dining facility on campus. Contact the Office of Housing and Residence Life or Dining Services for more details.

## Other Charges

All other fees and charges are nonrefundable unless specifically stated otherwise in this catalog.

## Overpayment Refunds

Payments in excess of the amounts due the University may be rejected and returned to the payor. Students are responsible for accurate and timely payments. Any overpayment amounts accepted by the University may be

refunded at the end of the term with the student's written request. A \$50 processing fee will be deducted from the amount of the refund.

### **Refunds of Student Account Credit Balance**

Credit balances resulting from financial aid will be processed automatically after the add/drop period ends. Refunds will be issued through direct deposit, which means the funds will be sent directly to a student-designated bank account once the refund is processed. Students can sign up online with their bank information. Students who do not sign up for direct deposit will be issued a check that will be mailed to the local address the student provided in WaveNet.

To receive a refund for any other nonfinancial aid-related credit balance remaining on the student's account after all charges and credits have been processed, the student must make a request for a refund, either in writing through a Pepperdine e-mail account or in person through the Office of Student Accounts.

Refund payments of credit balances will not be made until funds have cleared the bank and are showing on the student's account; this includes credits from loan funds, checks, and dropped courses. If the credit includes a payment by check, there is a 10-day waiting period before the funds may be returned.

Students should consult the Office of Financial Aid concerning the effect of withdrawal or change in course load on financial aid. The student must pay all charges owed at the time of withdrawal or dismissal. Refund of Title IV funds awarded to the student will be paid back to the federal fund program at the time of withdrawal, drop, or dismissal in accordance with federal guidelines.

## **Financial Aid**

Financial aid is available to students who are enrolled or planning to enroll and are United States citizens or permanent residents. Pepperdine University participates in federally administered student aid programs.

Graduate students are eligible to participate in the Direct Unsubsidized Loan program. Students must submit the 2014–2015 Free Application for Federal Student Aid (FAFSA) along with other required documents. Students should apply as early as possible but not before January 1. Electronic filing is strongly recommended. It is recommended that students submit their federal and state income tax returns prior to submitting the FAFSA. For more information, visit [fafsa.gov](http://fafsa.gov). In addition, all students considering these federal loans are required to complete loan entrance counseling online prior to receiving any funds.

### **Financial Aid Eligibility**

The financial aid eligibility amount is determined by subtracting the student's expected family contribution from the cost of attendance.

### **Determining Financial Need**

Financial need is determined based upon the information provided on the FAFSA and need analysis. The need analysis formula is termed the federal methodology and is applied as set forth by the Department of Education each year. The federal methodology was passed by Congress under the Reauthorization of the Higher Education Act of 1965 as amended by the Higher Education Amendments of 1992 and 2008.

### **Electronic Financial Aid Eligibility Notification**

Once the Office of Financial Aid receives the electronically transmitted FAFSA information from the federal processor, each student who has been admitted to the School of Public Policy is reviewed for financial aid eligibility. The Office of Financial Aid offers financial aid packages that include scholarships, Federal Work-Study, Direct Loans, and/or Federal PLUS Loans for graduate students. Alternative loans may be offered if all federal loans have been exhausted and loan amounts do not exceed the cost of attendance. All financial aid eligibility notifications total the full cost of attendance. The financial aid eligibility notification serves as a listing of all of the financial aid that is being offered to the student. Students are responsible for reviewing the financial aid eligibility notification that can be found in WaveNet and accepting the amounts of aid desired.

### **Expected Family Contribution**

The expected family contribution (EFC) is the amount that the student is expected to contribute toward his or her educational costs. The EFC is federally regulated and is established by the income, asset, and household information provided on the FAFSA. All graduate and professional school students are considered independent for financial aid need analysis purposes. Therefore, students are not required to report parental information on the FAFSA.

### **Loan History**

Graduates can locate their prior and current federal loans by accessing the National Student Loan Data System (NSLDS) at [nsls.ed.gov](http://nsls.ed.gov). This website has information on federal loan amounts, outstanding loan balances, loan statuses, and disbursements. In order to access student records on the NSLDS website, students will need to provide their Social Security number, the first two letters of their last name, date of birth, and FAFSA PIN. The U.S. Department of Education provides graduates with a disclosure statement and repayment schedule that define the repayment terms of their loans.

Funds are distributed in two equal disbursements and are sent to the school electronically and deposited into the student's account upon verification of enrollment for each semester covered by the loan. Any credit balance will be refunded to the student within the first two weeks of the start of each semester.

Many students rely on federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral, with the exception of the Federal PLUS Loan for graduate students.

Federal loans also provide a variety of deferment options and extended repayment terms.

The federal loan for students is called the Direct Loan and is administered by the William D. Ford Federal Direct Student Loan Program, which provides funding by the U.S. government directly to students and their parents.

Federal law requires both entrance and exit counseling for these federal loans.

### **Budget Control Act of 2011**

The Budget Control Act of 2011, effective July 1, 2012, eliminates the in-school interest subsidy for graduate and professional students and the partial loan origination fee rebate. However, as a Direct Loan repayment incentive, an interest rate reduction may be provided to borrowers who agree to automatically debit electronic payments.

### **Federal Direct Unsubsidized Loans**

The U.S. Department of Education is the lender administering the William D. Ford Federal Direct Student Loan (Direct Loan) Program. Under this program, graduate students may borrow a maximum amount of \$20,500 of Federal Direct Unsubsidized Loans per academic year, with a maximum aggregate total of \$138,500 for all undergraduate and graduate loans of which a maximum of \$65,500 is in subsidized loans. If enrolled in an eligible program at least half-time, borrowers may defer payment of the principal and pay the interest only or may defer payment and have the interest charges added to the principal balance (capitalized).

These loans must be coordinated with other aid and cannot exceed the total annual education costs.

With an unsubsidized loan, the student will be responsible for paying the interest that accrues during school, grace, and deferment periods. The student is not required to pay the interest while in school at least half-time. If the student chooses not to make interest payments while in school, the interest will be “capitalized,” which means that the lender will add the accrued interest to the principal balance of the loan. Future payments will be based on both the principal (original amount borrowed) plus any capitalized interest.

Federal law requires both entrance and exit counseling for this loan along with a signed master promissory note.

### **Federal Student Loan Interest Rates and Origination Fees**

There is a loan origination fee deducted proportionately from each loan disbursement. The fee goes to the government to help reduce the cost of the loans. Also, students who do not make their loan payments when scheduled may be charged collection costs and late fees. As of August 2013, H.R. 1911: Bipartisan Student Loan Certainty Act of 2013 ties government-backed student loan interest rates to the 10-year Treasury note. All Direct Loans except Direct Consolidation Loans are “variable-fixed” loans, meaning students will receive a

new market-based rate with each new loan taken in subsequent school years, but that rate is fixed for the life of each loan. The interest rate cap for Federal Direct Unsubsidized Loans is 9.50 percent.

For current interest rates, please refer to [studentaid.ed.gov/about/announcements/interest-rate](http://studentaid.ed.gov/about/announcements/interest-rate).

### **New Interest Rate Cap for Military Members**

The interest rate on a borrower's loan may be changed to 6 percent during the borrower's active-duty military service. This applies to both Family Federal Education Loan and Direct Loan programs. Additionally, this law applies to borrowers in military service as of August 14, 2008.

The borrower must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

In addition, no interest accrues (for a period of no more than 60 months) on Direct Loans disbursed on or after October 1, 2008, for eligible military borrowers while serving on active duty or performing qualifying National Guard duty during a war or other military operation or other emergency and serving in areas of hostilities qualifying for special pay.

### **Direct PLUS Loan for Graduate Students**

The Direct PLUS Loan for graduate students is a federal loan designed to assist graduate and professional students who are United States citizens or eligible non-citizens. Students may borrow the amount equal to the cost of attendance less all other financial aid. Students who are enrolled at least half-time are eligible for an in-school deferment on the principal balance of the loan. The Direct PLUS Loan is credit based, but the government does not factor debt-to-income ratio; therefore, more students may be approved for the Direct PLUS Loan as opposed to private loans. The Direct PLUS Loan has the same repayment, deferment, forbearance, and cancellation provisions as the Direct Loan program. The Direct PLUS Loan may be consolidated with other federal loans. Federal law requires both entrance and exit counseling for this loan.

### **Direct Plus Loan Interest Rates and Origination Fees**

The interest rate cap for the Direct PLUS Loan is 10.50 percent. For current interest rates, please refer to [studentaid.ed.gov/about/announcements/interest-rate](http://studentaid.ed.gov/about/announcements/interest-rate).

### **Grace Period**

There is no grace period for Direct PLUS Loans—the repayment period for a Direct PLUS Loan begins on the day after the final loan disbursement is made. However, graduate or professional student Direct PLUS Loan borrowers can defer repayment while enrolled in school at least half-time and for Direct PLUS Loans first disbursed on or after July 1, 2008, for an additional six months after students graduate or drop below half-time enrollment.

Students should remember that if they choose to defer payment on a Direct PLUS Loan, any interest that accumulates during the deferment period will be added to the unpaid principal amount of the loan. This is called "capitalization,"

and it increases the debt because borrowers have to pay interest on this higher principal balance.

### **Alternative Loans**

Alternative loans are private loans through lending institutions that are not part of the federal government loan programs. Alternative loans are generally more expensive than federal government-guaranteed loans and do not offer as many benefits. Alternative loans should be used only when all other options have been exhausted. Alternative loans are similar to any other credit-based loan, except that borrowers typically are allowed to defer the principal and pay only the monthly interest while the student is in school. Currently there are a limited number of lenders that offer these loans. It is the student's responsibility to compare the loan terms of each lender.

### **Federal Work-Study Program**

The Federal Work-Study Program is a need-based, financial aid student employment program. The student works in exchange for pay. This is a financial aid award that affects other aid eligibility.

The Federal Work-Study Program was established to provide opportunities for part-time employment in order to meet a portion of the cost of education. Funds are used to pay a portion of the wages of enrolled students, with the work-study employer making up the difference. All students who wish to participate in the Federal Work-Study Program must agree to the terms, responsibilities, and policies that relate to this program.

Eligible students must be enrolled at least half time at Pepperdine University School of Public Policy. The student must be Federal Work-Study eligible as required by the U.S. Department of Justice, Immigration, and Naturalization Service. In addition, a Federal Work-Study allocation must be awarded and will appear on the electronic eligibility notification. Students may check with the Office of Financial Aid if they are unsure about their eligibility.

### **Outside Resources**

Any outside resources such as Americorp, grants, scholarships, Veterans Benefits Administration educational loans, fellowships, and assistantships must be reported to the Office of Financial Aid as they may affect financial aid eligibility. Note: Any outside resources in addition to Federal Work-Study, scholarship, and loans may not exceed cost of attendance.

### **Satisfactory Academic Progress Policy**

Federal regulations require financial aid recipients to maintain satisfactory academic progress (SAP). To obtain and retain financial aid funding, students must maintain SAP and proceed toward successful and timely completion of all applicable degree requirements. (See "Standards and Measurements of Achievement" and "Time Limit" under "Academic Policies" for more information.)



### **Qualitative Standard**

The qualitative standard is based on the student's grade point average and is determined by the program's "Standards and Measurements of Achievement."

### **Quantitative Standard**

Students must maintain an enrollment of at least 8 units per term to be eligible for financial aid as a full-time student. All degree requirements must be completed within the time limit as set forth by the program. The quantitative standard is determined based on the number of terms attended, regardless of aid, and is subject to verification by the school financial aid officer.

### **Failure to Maintain Satisfactory Academic Progress**

Academic progress is evaluated at the end of each semester. Failure to meet any SAP requirements results in a financial aid warning for the future term. Students who do not meet all SAP requirements at the end of the academic financial aid warning period will lose their eligibility to receive financial aid.

### **Regaining Eligibility**

To regain financial aid eligibility after the financial aid warning period, students must appeal, in writing, to the assistant dean for student services. The appeal must explain the reasons that led to SAP failure and the changes that will allow the student to meet SAP in the future, including supporting documentation. If the appeal is granted, the student will be placed on SAP financial aid probation and will have one semester to meet the SAP requirements set for the probation period.

### **Scholarships**

The Pepperdine University School of Public Policy awards a number of scholarships each year. These awards are made available through endowed funds, gifts from supporters and alumni, and allocation of University general funds (see partial list in this section). The Scholarship Committee awards scholarships based on merit and academic and professional experience as well as standardized test scores.

To be considered for scholarship funds, students must indicate a desire for scholarship consideration on the Application for Admission. Awards are made throughout the admission cycle as admission decisions are made. The scholarship deadline for the fall semester is May 1. Priority deadline for admission and scholarship consideration is February 1.

Any scholarship recipient must agree to the terms and conditions as set forth on the School of Public Policy website and adhere to the following guidelines:

1. The scholarship provided for each term requires that the student maintain a full load of 16 units of course work in the Master of Public Policy program. If circumstances should require a reduced course load, the scholarship amount would be reduced proportionately.
2. The student understands and agrees with University policy that the full award for any term will be rescinded in the event the student withdraws or is dismissed during that semester or fails to maintain a cumulative grade point average of at least 3.0 or higher, depending on

the scholarship requirements. The student subsequently assumes full financial responsibility for tuition and fees as prescribed by this catalog.

3. The student understands that once the scholarship is rescinded, it will not be reinstated.
4. Certain information may be released to parties outside of the University who are providing scholarship assistance to Pepperdine students. The directory information released may include the student's name, address, hometown, and academic major.
5. Students agree to keep the scholarship amounts awarded to them by the Scholarship Committee confidential and will not share this information with classmates.
6. Students agree to abide by the terms of the scholarship, which may require a typewritten letter of appreciation or meeting with the donor for the scholarship.
7. For students who qualify for Veterans Benefits Administration benefits including, but not limited to, the Montgomery GI Bill or the Yellow Ribbon program, the scholarship offered may not exceed the cost of attendance.

Students can expect that the scholarship award per semester will remain effective the entire time they are enrolled in good standing in the Master of Public Policy program. Academic probation or other disciplinary action will jeopardize the student's award. Students who fail to meet academic or scholarship requirements may have their scholarships rescinded.

#### **Laszlo and Milka Ambrus Endowed Scholarship**

The Laszlo and Milka Ambrus Endowed Scholarship was established for students pursuing a degree at the School of Public Policy who are in good standing in all areas of the University.

#### **Associated Women for Pepperdine School of Public Policy Scholarship**

Associated Women for Pepperdine is a group of Church of Christ women who raise funds each year to assist deserving students who are members of the Church of Christ. Recipients will be selected on the basis of financial need, merit, character, and church membership.

#### **William S. and Gay Banowsky Endowed Scholarship**

Established by Lew O. Ward and supported by a circle of friends, the William S. and Gay Banowsky Endowed Scholarship provides grants to students pursuing a Master of Public Policy degree at the School of Public Policy who are in good standing in all areas of the University.

#### **Dr. Frank W. and Mrs. Sherry R. Cornell Endowed Scholarship**

The Dr. Frank W. and Mrs. Sherry R. Cornell Endowed Scholarship is restricted to students with financial need who are pursuing a Master of Public Policy degree at the School of Public Policy, with preference given to Catholic students. If no Catholic students are available, the scholarship shall be given to Christian students. The scholarship provides support to one or more students with financial need who are in good standing in all areas of the University.

**Joe and Farima Czyzyk Endowed Fellowship Fund**

The Joe and Farima Czyzyk Endowed Fellowship Fund provides support for students at the School of Public Policy to fulfill their Summer Internship requirement. The fellowship is reserved for students who pursue an internship at The Heritage Foundation or, if that is not possible, then another conservative public policy think tank located in Washington, D.C.

**Lynn and Foster Friess Endowed Scholarship**

Established by a gift from the National Christian Foundation Giving Fund on behalf of the Foster and Lynn Friess and the Friess Family Foundation, the Lynn and Foster Friess Endowed Scholarship shall be restricted to qualified School of Public Policy students who have evidenced leadership based on the principles embedded in the Declaration of Independence and the Constitution of the United States.

**Fritz Endowed Scholarship in Public Policy**

Established by Lynn C. Fritz, founder of the Fritz Institute, the Fritz Endowed Scholarship in Public Policy provides support for students who are pursuing a Master of Public Policy degree at the School of Public Policy, with preference given to those pursuing an international relations specialization.

**Linda M. Gage AWP Endowed Scholarship**

Established in 2010 by Jerry and Kay Cox honoring the memory of Pepperdine Regent Linda M. Gage, the Linda M. Gage AWP Endowed Scholarship is restricted to Church of Christ students with financial need who are pursuing a degree at Pepperdine. Recipients must be in good standing in all areas of the University.

**Bertha and John Garabedian Charitable Foundation Endowed Scholarship**

The Bertha and John Garabedian Charitable Foundation Fund provides assistance to qualified public policy students from Fresno, Kings, Madera, or Tulare counties in California.

**Endowed Jewish Scholarship Fund**

The Endowed Jewish Scholarship Fund provides assistance to Jewish students in good academic standing who are pursuing a degree at the School of Public Policy.

**Peter and Veronica Johnson Endowed Scholarship**

The Peter and Veronica Johnson Endowed Scholarship provides support to students with financial need who are highly qualified applicants to the School of Public Policy and remain in good standing in all areas of the University.

**Thomas P. Kemp Endowed Scholarship**

Established in 2006 as a memorial legacy to Pepperdine Regent Thomas P. Kemp, this scholarship assists students at the School of Public Policy.

**Seiji Masuda Endowed Scholarship in Public Policy for International Students**

Established in 2004, the Seiji Masuda Endowed Scholarship in Public Policy for International Students was created to provide scholarships for international students from Malaysia, Indonesia, Thailand, Vietnam, Laos, Myanmar, Cambodia, and Brunei on the basis of merit and need.

**William and Nancy Mortensen Endowed Minority Scholarship**

The William and Nancy Mortensen Endowed Minority Scholarship will provide scholarship assistance to minority students in good academic standing.

**Mike E. O'Neal Endowed Scholarship Fund**

Established by Peter Cheung and Fred Prager, this endowed scholarship was created to aid deserving School of Public Policy students.

**Allen and Marilyn Puckett Endowed Scholarship**

The Allen and Marilyn Puckett Endowed Scholarship was established to provide support for students at the School of Public Policy who are in good standing in all areas of the University.

**S. A. Enlightenment Scholarship**

The S. A. Enlightenment Scholarship was established with a gift from the S. A. Enlightenment Foundation to provide scholarship support for students from predominantly Muslim countries.

**Marilyn Dunton Simpson Endowed Scholarship**

Established by Marilyn Dunton Simpson in 2009, this scholarship provides support for students at the School of Public Policy who are in good standing in all areas of the University.

**Maurice H. Stans Endowed Scholarship**

Established in 1999 by the Stans Trust, the Maurice H. Stans Endowed Scholarship was created to provide support for African-American students—anyone born or adopted into the designated lineal ancestry who is not a minor.

**Stans Family Foundation Endowed Scholarship**

Established in 2012, the Stans Family Foundation Endowed Scholarship was created to provide support to students pursuing a degree at the School of Public Policy, with preference given to students who hold a license as a certified public accountant and/or hold a degree in accounting or a related field who are in good standing in all areas of the University.

**Terralynn and Earl Swift Endowed Scholarship**

Established in 2006 by Terralynn and Earl Swift, this endowed scholarship was created to provide assistance to students interested in studying how people from diverse cultures might discover common values in the context of global interdependency.

**Flora L. Thornton Endowed Scholarship**

Established by Flora L. Thornton in 2009, this scholarship is a merit-based academic scholarship for students at the School of Public Policy with demonstrated leadership potential who are in good standing in all areas of the University.

**Lydell Ward Endowed Scholarship**

Established by School of Public Policy Board of Visitors member Beti Ward, the Lydell Ward Endowed Scholarship is awarded to qualified female students pursuing a Master of Public Policy degree.

**J. McDonald and Judy Williams School of Public Policy Scholarship**

Established by J. McDonald and Judy Williams in 1999, this scholarship is designed to assist deserving School of Public Policy students who are members of the Church of Christ.

**Graduate Assistantships and Research Assistantships**

Typically, students will use work-study funds to work as graduate or research assistants. A limited number of graduate assistantships and research assistantships are available each year to students interested in working with faculty or administration in the School of Public Policy. Special consideration is given to students having completed one year with the School of Public Policy. Students must be in good academic standing, free of probation, to be considered or to maintain eligibility.

**Veterans Information**

Information regarding aid for veterans from the State of California may be obtained from the California Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, (800) 952-5626.

**General Information**

Further inquiries regarding financial aid should be directed to

Office of Financial Aid  
School of Public Policy  
Pepperdine University  
24255 Pacific Coast Highway  
Malibu, CA 90263-7493  
(310) 506-7493  
[publicpolicy.pepperdine.edu/financial-aid](http://publicpolicy.pepperdine.edu/financial-aid)

# ACADEMIC POLICIES



*Associate Professor Michael Shires provides a compelling analysis of California's state budget as part of the School of Public Policy's Faculty Lecture Series.*

The policies in this section apply to all School of Public Policy students. It is the responsibility of the student to be familiar with and to complete the requirements for the degree being sought. The staff of Pepperdine University will assist each student, but it is the student who must ensure that all degree requirements have been completed in the manner outlined in this catalog.

## **Academic Course Load**

The Master of Public Policy requires 64 units of course work or four 4-unit courses each semester for two academic years (four semesters). The first year comprises primarily core courses and provides a foundation for the student's specialization courses, most of which are taken in the second year. A student can take a maximum of five consecutive years to complete the program. A student may not take more than 16 units of course work in a semester without petitioning to and being granted approval from the Office of the Dean (a minimum 3.5 grade point average is required). Should a student, for any reason, reduce his or her academic course load at the School of Public Policy, scholarship funds and financial aid will be adjusted proportionately.

## **Academic Credit**

Academic credit at the School of Public Policy is granted in terms of semester units. One semester unit represents one hour of in-class time for each week of a semester.

## **Add/Drop Policy**

Students may add or drop courses through the second week of the semester. (Consult the "Academic Calendar" in this catalog for exact dates.) Refunds for courses that are dropped within the add/drop period will be calculated based on the date the student drops the course. Requests for course changes will not be accepted by telephone or in class. Students are responsible to register themselves for classes before the add/drop deadline. Students who are waitlisted for a course should attend that course but should also note that attendance does not guarantee enrollment. Additions to a course with a waitlist will be considered only with written approval of faculty before the add/drop deadline.

## **Auditing a Course**

Current School of Public Policy students may audit certain courses with the consent of the instructor and the Office of the Dean, space permitting and with a cumulative grade point average of 3.5 or better. An audited course appears on the student's academic record as an "AUD," but no grade is assigned. Degree requirements cannot be met through auditing. Students are not permitted to challenge any course for credit or earn academic credit for any course that has been audited previously.

Alumni of Pepperdine University, members of the community, and students of Pepperdine University in schools outside the School of Public Policy may audit certain courses with the consent of the instructor and the Office of the Dean, space permitting.

Course audits are limited to one course per semester with a limit of two total audited courses during the program. Course audits are subject to a \$250 fee per course audited. In some instances, core courses may not be audited due to class size or to prevent disruption of the cohesiveness within a group of students.

Auditors may attend and observe class discussions but should not expect to participate in class discussions, group or individual projects, or related academic activities. The auditor will not take exams, give presentations, or take up any class or professor resources.

The faculty member reserves the right to drop or withdraw an auditor for non-attendance or at his or her discretion. Refer to the “Academic Calendar” in this catalog for drop and withdrawal dates. Refunds are not given for course audits.

## **Class Attendance**

Attendance at every class and workshop meeting is expected of each student. Any exceptions to this rule must be made by the instructor, who is responsible for keeping attendance records. Attendance at the first class meeting is mandatory. Faculty may drop a student who does not attend the first class session.

## **Continuation of Academic Programs**

Pepperdine University reserves the right to modify or discontinue any academic offering or degree program when demand falls below reasonable levels. In such cases, the University will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs or institutions.

## **Course Numbering System**

Graduate courses are numbered from 600–699. These courses are open to graduate students only.

## **Cross-Registration**

Students who are not admitted to an established Pepperdine joint degree program may still enroll for a limited number of courses in the University's other four schools. Permission must be given by both the appropriate associate dean or designated administrator of the other school and the instructor of the course. Students also should have the permission of their academic advisor to ensure that the course taken will apply to their degree program. Students must



complete the Cross-Registration Enrollment Form and may enroll only if space is available in the course.

Tuition for cross-registered courses will be charged under the following guidelines:

1. Courses Taken in a Joint Degree Program

Students admitted to University-established joint degree programs that are designed to yield degrees from more than one of Pepperdine's schools will be charged the flat-rate tuition of the school in which the student is carrying the greater number of units for that particular term. For example, a student enrolled in 12 School of Law units and 4 School of Public Policy units, where the units count toward the corresponding degrees (12 units for law and 4 units for public policy), would be charged the normal flat-rate tuition of the School of Law. In cases where the number of units is equal between the two schools, the lower tuition rate will be charged.

2. Courses Taken to Fulfill Degree Requirements

If students receive approval to enroll in another school to complete the primary school's degree requirements, the University will charge tuition based on the primary school of enrollment. For example, a student who enrolls in 14 units at the School of Law and 4 units at the School of Public Policy, where the School of Public Policy course would fulfill the School of Law degree requirements, would be charged the School of Law flat rate (10–18 units).

3. Courses Taken as Requirements for Two Separate Degrees

When students pursue non-joint degrees and, upon completion, receive two or more separate degrees, they receive no unit reduction benefit. Tuition will reflect standard charges for each school.

4. Nondegree Units Taken as Electives

Nondegree units will be charged at the standard rate for the school offering those courses. For example, a School of Law student enrolled in 14 law units and 4 public policy units that do not apply to his or her law degree will be charged the flat rate for the law courses (10–18 units) plus the 4 units at the per unit rate at the School of Public Policy.

This policy assumes that flat-rate tuition is set at a maximum of 18 units for all schools offering the flat rate.

## Enrollment Verification

Enrollment verification will not be processed by the Office of Student Information and Services until a student is officially registered. Future enrollment will not be verified. To obtain enrollment verification, send a written request, or the appropriate enrollment verification form(s), to the Office of Student Information and Services on the Malibu campus. The request must include the specific semester(s) of enrollment to be verified. Please do not mail verification requests prior to the first week of the semester. Additional information may be found at [pepperdine.edu/registrar/verifications](http://pepperdine.edu/registrar/verifications).

## Full-Time and Part-Time Student Status

Full-time enrollment is defined as 8 units and above per semester and half-time status as lower than 8 units per semester. This information is essential to the student who is receiving financial aid and is unable to maintain continuous enrollment for loan deferment purposes.

## Grading at the Professional School Level

The quality of achievement in a course is measured as follows: For graduate students, “A” indicates superior work, “B” indicates average or satisfactory work, and “C” is the lowest acceptable grade.

- A (4.0) indicates outstanding achievement
- A- (3.7)
- B+ (3.3)
- B (3.0) indicates average or satisfactory achievement
- B- (2.7)
- C+ (2.3)
- C (2.0) indicates below-average performance
- C- (1.7)
- D+ (1.3)
- D (1.0) indicates serious deficiency
- D- (0.7)
- F (0.0) indicates failure

A “W” indicates a withdrawal from a course in good standing. A “WF,” withdraw failing, is recorded in cases where withdrawal has been approved for a student not doing passing work in the course. It is calculated as an “F” in the grade point average. A “WU,” indicating withdraw unofficially, is recorded for students who register but do not attend class. A “WU” is not calculated in the grade point average. (See “Withdrawal from Classes” in this section for more information.)

For the internship, students receive the grade of “CR” (credit) in the event of acceptable work or “NC” (no credit) in the event of unacceptable work. Where a grade of “CR” is given, no grade point value is assigned. A grade of “CR” is assigned to indicate work equivalent to “A” or “B” and “NC” indicates “C” or lower. Credit/no credit grades are not computed in the overall grade point average.

A grade of “I,” indicating incomplete work, is assigned to a student who has attended class but who, because of an emergency, fails to complete the final examination or other assigned course work. All such courses must be completed within one semester from the date the grade of “I” is assigned. Failure to complete the course by the deadline will result in a grade of “F.” A time period of less than one semester may be assigned at the instructor’s request. If a student cannot complete the work in the semester (because of illness or other extenuating circumstances), the student may, with the instructor’s approval, file a petition for an extension with the Office of the Dean. This petition must be signed by the instructor and filed before the end of the semester.

## Intent to Graduate

To graduate, students must apply online by the deadline printed in the “Academic Calendar” in this catalog for the semester in which they plan to graduate.

Students shall not be allowed to participate in the commencement exercises if they have not completed all requirements for the degree, which includes completion of the compulsory internship.

Attendance at the graduation exercises is expected. Students who cannot attend graduation must notify the Office of the Dean at least two weeks prior to the graduation date.

All financial obligations with the library, Student Health Center, and Office of Student Accounts must be cleared prior to graduation.

## Involuntary Military Service

Students who are on reserve in the military and are involuntarily called to active duty due to national emergencies may withdraw from courses and the University at any time during the term. Transcripts will be coded as “WM,” indicating withdrawal due to military service, for withdrawals that occur after the add/drop period. The student will receive a 100 percent tuition refund. No withdrawal fees will be charged.

If the involuntary withdrawal occurs during the period of a term where the grade of “I,” indicating incomplete work, could be granted, the student may request a grade of incomplete from the professor. All appropriate rules for incomplete courses apply with one exception: If the student is still on active duty when the expiration date to complete the course and revoke the incomplete occurs, the grade will default to “WM” (rather than “F”) and a full refund will be made to the student.

Furthermore, once students complete their involuntary tours of duty, upon request, Pepperdine will readmit them within the first 12 months following completion of their tours of duty without requiring them to reapply to the University. Students’ tours of duty time will not count as part of the time limit set for degree completion.

Along with a letter of intent of withdrawal, students must submit a copy of their military orders. For readmission, students must submit a copy of their discharge papers along with a request for readmission.

## Leave of Absence

Students may petition for a leave of absence with the approval of the Office of the Dean. A student must officially request a leave of absence in writing before the end of the add/drop period of a term; otherwise, it is considered a withdrawal. To apply for a leave of absence, a letter must be submitted to the Office of the Dean indicating the reason for the request. A leave of absence will

be granted only under extenuating circumstances. Students may be granted a leave of absence for up to one year. Time spent on a leave of absence (for a maximum total of one year) is not considered part of the time limit for degree completion. For financial aid purposes, an approved leave of absence may not exceed 180 days in any given 12-month period. If a student does not return from an approved leave of absence, the grace period of his or her loans will retroactively begin as of the start date of the leave of absence.

## Medical and Mental Health Emergencies and Withdrawals

### Introduction

Pepperdine University's faculty, staff and administration care about the physical and mental health of its students. Therefore, health and counseling services are available on campus. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired.

Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans and/or initiate actions that consider the welfare of the individual student and the University community.

### Student Care Team

Pepperdine has formed a "Student Care" Team that meets regularly to address student needs. One of the goals of the team is to provide a safety net for students to ensure their academic and interpersonal success. Anyone in the Pepperdine community may identify students to this team who may be experiencing problems or encountering obstacles, setbacks, or challenges to their success and retention at Pepperdine. Sometimes there is a crisis or a situation discovered by concerned others and brought to the attention of the University. In such circumstances, the School of Public Policy assistant dean for administration, in consultation with the Student Care Team (SCT), will determine what, if any, role the University may need to take to assure the health and safety of a student or the University community.

The SCT is typically comprised of the Seaver College dean of students and two associate deans of students, the director of housing and residence life, and the director of the counseling center. Depending on the emergency or concern, the Seaver College dean of students may appoint other advisors to the committee (e.g., School of Public Policy assistant dean for administration, director of the Student Health Center, or the director of disability services).

Student situations that might be considered by the SCT include, but are not limited to, the following:

- Acute decline in physical health.
- Suicidal threat, intent, and/or behavior; self-injurious behavior.

- Destructive, threatening, or other disruptive behavior.
- Drug and alcohol abuse, including overdose or misuse of over-the-counter or prescription medications.
- Eating disorders which are not responding to treatment and/or are posing safety concerns.
- Any physical or mental-health problem that points to possible imminent or foreseeable danger to oneself or another member of the University community or requires intensive monitoring to prevent such danger.

In responding to these situations, the SCT reserves the right to determine appropriate response including, but not limited to, the following options:

- Allow the student to remain in school but require a specific mental health or physical health evaluation within a certain period of time (typically 10 days). The student may be referred to the Student Health Center, Counseling Center, and/or off-campus options (e.g., licensed mental health or physical health care providers or eating disorder or substance abuse programs or hospitals). The student will be responsible for any cost incurred by the evaluation and/or treatment. In the interest of gaining a better understanding of the student's ability to function in the University community, the University may require the student to sign appropriate release forms allowing designated Pepperdine staff to consult with the evaluating and/or treating clinicians serving the student. Based on the evaluation results, the SCT will determine appropriate next steps, including the possibility of allowing the student to remain on campus if a commitment is made to the recommended treatment plan.
- Invoke a medical interim suspension, encourage a voluntary medical withdrawal, or invoke an involuntary medical withdrawal (see below).
- Notify the student's parents and appropriate University officials (e.g., the student's professors and the Office of Student Information and Services) about a mental-health, physical-health, or safety emergency.

Note: University notifications will respect confidentiality and will share limited information on a need-to-know basis only.

All requirements and conditions determined by the SCT will be outlined in writing in a letter from the School of Public Policy assistant dean for administration, delivered or mailed to the student.

## **Procedures**

### **Medical Interim Suspension**

The SCT may invoke a medical interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any University activities, attend classes, or reside in or visit on-campus student housing and may not be on campus except to attend a meeting or hearing related to their case. This

interim period allows time for a student to receive the needed medical and/or psychological care and for all parties to consider an evaluation of readiness to return to the University. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the dean of students.

### **Voluntary Medical Withdrawal**

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in and completion of academic course work, when safety is in question, or when the demands of university life are interfering with the ability to recover from or adjust to a significant physical or mental health challenge. Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with providers at the Student Health Center or the Counseling Center, or they may independently initiate the process through notification to the Office of the Dean. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

### **Involuntary Medical Withdrawal**

In rare circumstances, the SCT may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any University activities, attend classes, or reside in or visit on-campus student housing and may not be on campus except to attend a meeting or hearing related to their case. Examples of situations that might result in an involuntary medical withdrawal include the following:

- Professional evaluations following a medical interim suspension do not support a student's readiness to return.
- A student fails to complete the required assessment during a medical interim suspension.
- A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.

In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the SCT may invoke its right to involuntarily withdraw a student. The SCT will recommend assessment and/or treatment conditions needed to return to Peppertine.

The student must follow the clearance procedures listed below.

If a student believes that a decision for an involuntary medical withdrawal made by the SCT is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the dean of the School of Public Policy. Appeals should clarify what facts the student believes were not considered or explain what procedures were unreasonable or unfair.

Once notified of the involuntary medical withdrawal, the student has three business days to submit his/her appeal. The dean (or designee) will respond in writing to the student's appeal within three days. The response will clarify whether the dean concludes that all relevant facts were considered and led to fair and reasonable conclusions.

### **Clearance Procedures**

Any student who has been placed on a medical interim suspension or an involuntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to the University. The SCT may also require a student who takes a voluntary medical withdrawal to complete the clearance procedures. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place.

Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of the medical interim suspension notice or medical withdrawal while others may wait several months before pursuing a return to the University.

1. The student must be assessed by an appropriate outside professional whose opinions will be advisory to the University. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns and must be a licensed physician if the evaluation is regarding other medical concerns. Further, all providers must be unrelated to the student and must have specialties or credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation, the provider must be given information related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing the University (e.g., the Student Health Center, Counseling Center, or Office of the Dean) to share information regarding relevant incidents or concerns and, if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the provider and the University SCT representatives and allowing all relevant information to be provided to the University SCT representatives who are involved in the decision-making and review process.
2. The outside mental health or medical professional must provide an assessment of current functioning of the student and provide written recommendations regarding given the precipitating events, the student's readiness to return to the academic and co-curricular demands of university life; the student's readiness to live in the on-campus residential community; ongoing treatment or testing needs; any conditions or restrictions that the University should impose; and the student's readiness to return to competitive sports, if the student is a collegiate athlete.

Note: The University team physician, in consultation with the Pepperdine director of the Student Health Center and/or Counseling Center, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.

Note: Documentation of the assessment (conducted within 30 days of application for reentry) and documentation of required treatment completion must be provided to the Office of the Dean no later than December 1 for the spring semester and July 1 for the fall semester.

3. After the evaluation results and treatment documentation have been provided, the student must meet with an SCT representative (typically the director of the Counseling Center or the Student Health Center). The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will be discussed. Additionally, the representative will consider how the outside evaluator's recommendations fit with the realities of student life at Pepperdine and services that are available on campus or in the community.
4. The SCT will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SCT representative to inform its reentry decision. Students will receive written notification of the SCT's decision.

Notes:

- There may be occasions in which the SCT requires, and may pay for, an additional evaluation.
- The SCT reserves the right to require the student to comply with a treatment plan recommended by the outside and/or Pepperdine healthcare or mental health professional as a condition of returning to, or remaining in, the campus community. Review and monitoring of the student's required treatment plan may be assigned to a University designee assigned by the SCT. Failure to comply with requirements may result in the University issuing an involuntary medical withdrawal.
- If a student was living on campus prior to the emergency, approval for return to the University usually includes approval to return to housing. However, a student's on-campus housing status may be restricted if the student's behavior poses a health or safety threat to himself or herself or others.
- If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

## **Additional Considerations**

### **Academic Credit, Tuition, and Housing**

For all approved medical withdrawals, the student receives a "W" on the academic transcript (or, if the withdrawal occurs during the add/drop period, is completely dropped from classes, without any notation on the transcript of



having left for medical reasons). Thus, a medical withdrawal will not affect the student's grade point average. University room and board charges are pro-rated from the date of checkout for residential students. All tuition actually paid by the student (total tuition less any grants, scholarships, refunds, and loan adjustments) for courses not completed during the term in which the approved withdrawal occurs is credited as a scholarship for the next semester in which a student reenrolls at the School of Public Policy.

### **Financial Hardship**

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Office of the Dean.

## **Registration**

An official registration period is scheduled prior to the opening of each semester. Students will register online. Registration is on a first-come, first-served basis, and all classes have a maximum capacity. No special consideration or late registration will be given based on work schedules, transportation issues, travel conflicts, and the like. After the official registration period, a late registration fee may be charged. Students who do not complete registration properly are not considered officially enrolled and will be denied all credit for the semester.

### **Eligibility to Register**

A student is eligible to register if he or she is academically and financially in good standing. Students who have holds due to financial obligations should contact the Office of Student Accounts at (310) 506-4981.

## **Standards and Measurements of Achievement**

Each course in the Master of Public Policy program has its own method for measuring achievement. At the beginning of each course, the particular standards of achievement and method of measurement will be explained to students. In addition, students must attend the Orientation Workshop. Admitted students may continue in the program as long as their academic performance and personal conduct meet the standards set. In any case, all course requirements must be completed within five consecutive years.

A student must maintain a cumulative grade point average of at least 3.0 throughout the program. All course grades assigned in the program are entered on the student's official transcript and counted toward the cumulative grade point average. A core course in which a grade lower than "C-" is earned must be repeated before the student is allowed to graduate. A grade lower than "C-" earned in an elective course must be made up by repeating an elective course. Upon approval by the Office of the Dean, a course in which a grade lower than

“B” is earned may be repeated, although a course may be repeated only once. In cases where a course has been repeated, both course grades earned remain on the transcript and count toward the cumulative grade point average.

If a student’s cumulative grade point average falls below 3.0, the student is placed on academic probation. While on probation, students will be limited in enrollment to a course load determined by the Office of the Dean. Students placed on academic probation shall be informed of any conditions for removing the probationary status.

Probationary status requires periodic reviews of the student’s records to determine suitability to remain enrolled and may include specific limitations to and restrictions of the student’s privileges, such as, but not limited to, a loss of financial aid support including any scholarships and loans, limitation on the number of courses taken in a term, restriction from taking a directed or independent study course or a course at one of the other schools at the University, and restriction from serving as a School of Public Policy graduate assistant.

A student is subject to academic dismissal and will be placed on academic probation for failure to earn at least a 3.0 grade point average in the first semester of enrollment, failure to achieve a cumulative grade point average of 3.0, earning a grade of “B-” or lower during a semester in which a student is on probation, earning a grade lower than “B-” in more than two courses, or earning a grade lower than “D” in any course.

## Student Petitions

Petitions regarding grades, transfer of credit, or financial and other student issues must be made within one semester of completion of the course work on which the petition focuses to the assistant dean for administration at the School of Public Policy.

Students interested in taking a course in one of the other schools at Pepperdine University need to submit a petition to the Office of the Dean four weeks in advance of the start of the term in which they wish to take the course. Consideration will be given to students in good standing, free of academic probation or other disciplinary action, for upper-division or graduate-level course requests only. Students should be prepared to provide a copy of the course description, a copy of the course syllabus (if available), the number of units, the duration of the course, the price per unit, and the specialization track for which credit is requested, among other information. Students should consult the Office of the Dean for detailed information for impact on financial aid or scholarship funds.

To process petitions, students should contact the assistant dean for administration in the Office of the Dean.

## Time Limit

All requirements for the degree must be completed within five consecutive years from the date upon which the student begins work at Pepperdine University School of Public Policy.

## Transcripts of Academic Records

Transcripts are furnished upon payment of a fee for each transcript issued. Normally, official transcripts are delivered by mail. Official transcripts can be issued to the student only in a sealed envelope. If the seal is broken, the transcript ceases to be official. Alumni and current students may request official transcripts online through a service provided by the National Student Clearinghouse. Ordering transcripts online provides alumni and students the convenience of 24-hour access and the ability to track orders electronically. In addition to the online transcript-ordering service, Pepperdine alumni and students can request official transcripts by mail or in person at OneStop. For more information, visit the transcript-ordering website at [pepperdine.edu/registrar/transcripts](http://pepperdine.edu/registrar/transcripts). The request should show the student's full name and identification number, the program of enrollment, and the inclusive dates of attendance.

Release of transcripts will be delayed during periods when grades are being processed at the end of each semester. No transcripts will be supplied for work taken at other institutions. Requests for partial transcripts will not be honored. The Office of Student Information and Services will not release transcripts unless the student has made satisfactory arrangements with the Office of Student Accounts. See the policy on withholding of transcripts, diplomas, and certificates in "Security Interest in Student Records" under "Financial Information."

## Transfer to Other Universities

If a student plans to transfer to another university in order to graduate from that university, the student will need a transcript. If the student returns to the School of Public Policy, only 8 units of approved courses may be transferred. Upon written request, permission may be granted to attend summer school at an approved public policy school.

## Veterans Information and Standards of Progress

Veterans, service people, and qualified dependents intending to use Veterans Benefits Administration (VA) benefits should contact the VA coordinator and be aware of the following policies:

1. It is the student's responsibility to notify the VA coordinator immediately when increasing or decreasing unit load, withdrawing, or taking a leave of absence.
2. Appropriate credit for previous education will be granted.
3. All students using VA benefits must make satisfactory progress toward their educational objectives. In general, unsatisfactory progress for veterans' benefits is considered attainment of less than a "B" (3.0) cumulative grade point average for two consecutive semesters. In addition, the VA will reimburse students only for classes required to earn their degree.
4. Students who withdraw from the University may have their benefits terminated as of the date of withdrawal. Students who fail to complete all courses attempted in a semester will have their benefits adjusted. Students who withdraw from a course (or courses) in the middle of the semester will have their benefits adjusted based on the date of withdrawal.

## **Withdrawal from Classes**

A student may withdraw from any class without academic penalty from the beginning of the third week of a semester through the end of the eighth week. The permanent record will indicate a grade of "W" for such withdrawals. After the eighth week of a semester, a student may not withdraw from any course without obtaining written permission from the Office of the Dean. No petition for special withdrawal will be considered during or after the final week of the semester. Based upon the instructor's indication of the student's academic status at the time of withdrawal, a grade of "WP" or "WF" will be assigned. Students who do not officially withdraw from their classes automatically will be assigned a grade of "F" by the instructor. No financial adjustment will be made for withdrawal after the seventh week of a semester. Withdrawals are official only upon timely notification in writing to the Office of Student Information and Services and the School of Public Policy. Information on registration changes of any student receiving Veterans Benefits Administration benefits or government financial aid will be forwarded to the Veterans Benefits Administration and the appropriate lending agencies whenever changes occur. The Veterans Benefits Administration also is notified whenever a student receiving Veterans Benefits Administration benefits allows a grade of "I" to lapse into the grade of "F." Students may add or drop courses up to the end of the second week of classes.

## **Withdrawal from the University**

Any student who leaves the University during a term, but after the add/drop period, must officially withdraw from all classes as well as notify in writing the School of Public Policy and the Office of Student Information and Services. A withdrawal fee of \$150 will be charged. In addition, students will need to contact appropriate housing, telephone, and other personnel. Students with federal funding also must complete federal loan

exit counseling. Only those students who follow these procedures and return all appropriate documents to the Office of Student Information and Services are considered to be officially withdrawn.



# REGULATIONS AND LEGAL NOTICES



*Public policy students attend classes in the Henry and Virginia Braun Center.*

Students and prospective students should read this catalog carefully. The catalog serves as the official student handbook and, along with other published policies, describes student rights and duties with respect to the University. Enrollment constitutes an agreement by the student to abide by the rules, regulations, and policies of Pepperdine University.

## **Admission Contingent Upon Truthfulness**

Applicants are advised that the University's decision to admit them is contingent upon the truthfulness of the information contained in the application files submitted by the applicant and/or persons on the applicant's behalf, including letters of recommendation. Discovery of false information subsequent to admission is, at the University's discretion, grounds for withdrawal of the offer of admission or for immediate dismissal at any point in the student's course of study. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

## **Applicability of Catalog Provisions**

The academic offerings and policies in this catalog are applicable only to students who enroll prior to the Fall 2015 semester and who attend Pepperdine University after August 17, 2014.

## **Campus Security and Fire Safety Information**

A copy of Pepperdine University's annual campus security and fire safety report is available on the Pepperdine University Department of Public Safety website: [pepperdine.edu/publicsafety/department/safety](http://pepperdine.edu/publicsafety/department/safety). A hard copy of this report is available upon request by contacting the Department of Public Safety at (310) 506-4700.

## **Code of Academic Ethics**

### **Statement of Purpose**

The Code of Academic Ethics is an integral part of the educational process. It makes possible an atmosphere conducive to the development of the total person through learning experiences. Since a person is more than intellect, learning is more than academic achievement. It includes achievement in all the qualities of an individual, whether intellectual, spiritual, ethical, emotional, or physical.

The Code of Academic Ethics provides among students, faculty, and administration a spirit of community where such development can take place. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern, where openness and integrity prevail.

This Code of Academic Ethics serves to enrich the educational process at Pepperdine and encourage the development of a healthy and safe learning environment. This will lead to a pervasive sense of pride for and loyalty to the School of Public Policy's high standards of academic ethics, personal honesty, and spiritual values which imbue the school as part of a Christian university.

The code emphasizes the dignity and development of each individual. The code maintains free competition and independent intellectual effort, not tolerating dishonesty, cheating, or plagiarism in any form. If acts of dishonorable conduct occur, the code outlines infractions and procedures as well as sanctions to censure such activity.

However, to be effective, the code must be maintained by the community. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the School of Public Policy community is expected to pursue his or her academic work with honesty and integrity.

### **Scope**

This code is limited to those areas of campus life that are directly related to academic ethics. Each student, upon matriculation to the School of Public Policy, will be expected to abide by the Code of Academic Ethics throughout the duration of his or her academic career at Pepperdine.

### **Infractions**

Within the Code of Academic Ethics, sanctions are imposed upon those who participate in dishonest academic behavior. Participation includes acting dishonestly oneself as well as tolerating dishonest acts by others.

Three basic categories of dishonest behavior are noted below, along with several examples of each. This is not an exhaustive list of examples nor an exhaustive list of categories of dishonorable behavior.

1. Misrepresentation of academic work:
  - The employment of another's statements or thoughts without giving that source appropriate credit.
  - Unauthorized multiple submission of papers.
  - Submitting for credit a purchased paper.
  - Unauthorized submission of an assignment prepared by another person (or persons).
2. Interference with fair competition and with independent intellectual pursuits:
  - Giving, receiving, or using unauthorized aid on examinations.
  - Colluding with others when independent work is specified.
  - Deliberately defacing or removing course materials and thereby making them unavailable to others.



3. Solicitation of dishonorable behavior:
  - Offering to buy or sell unauthorized aid on examinations, papers, or grades.
  - Offering or accepting bribes related to academic work.

### **Sanctions**

First-offense sanctions may include the following:

1. Failing grade for the test and/or assignment or reduction of final grade by one letter, whichever is the greater penalty (in such cases, the “F” will count as “0” in the tally).
2. Failing grade for the course.
3. Immediate suspension from the School of Public Policy (minimum one semester, duration to be determined).
4. Immediate and permanent dismissal from the School of Public Policy.

Second-offense sanctions will likely result in immediate and permanent dismissal from the School of Public Policy.

Exceptions: Whether the first or second offense, a student shall receive an “F” for the course and immediate dismissal if he or she is found to have stolen, bought, or used an examination or paper another person has authored or sold or given an examination or paper to another student.

Any sanction given to a student will be put on permanent file with the Office of the Dean and the Office of Student Information and Services.

In addition to the above sanctions related to students, if the judicial process concludes that a professor has breached the Code of Academic Ethics by purposely offering unfair advantage to a student or failing to report a violation of the ethics code, this fact will be reported to the dean of the School of Public Policy.

Code of Academic Ethics violations and sanctions will, at the sole discretion of the School of Public Policy, be determined by either the accusing faculty member or by the Academic Ethics Committee.

### **Reporting and Notice of Infraction**

An alleged infraction is to be reported to the assistant dean for administration who serves as the judicial administrator of the Academic Ethics Committee. The accused shall be provided written notice of the charge and has up to five business days to submit his or her written response to the judicial administrator. The response deadline may, within the sole discretion of the judicial administrator, be modified. In circumstances where an Academic Ethics Committee hearing will be convened, the accused will be provided at least five business days’ notice prior to the hearing date. In situations where a student is directly confronted by a faculty member (see paragraph three of the Judicial Procedures section below), this Reporting and Notice of Infraction provision may not be applicable.

### **Composition of Committee**

The voting members of the Academic Ethics Committee will consist of one Pepperdine graduate student or alumnus, one public policy staff member, and one public policy faculty representative. Selection of the student or alumnus representative will be made by the judicial administrator and may be considered from faculty recommendations. The judicial administrator chairs the committee proceedings but does not cast a vote.

### **Judicial Procedures**

1. The Academic Ethics Committee will provide a forum before which faculty and staff can bring students who have allegedly breached the Code of Academic Ethics. The hearing typically consists of a summary statement describing the charges being brought before the Academic Ethics Committee and response by the accused to those charges by the judicial administrator; a description of how the hearing will proceed; and an opportunity for the accused, accuser, or witnesses to make statements and/or provide the Academic Ethics Committee with additional documentation supporting their contentions. A list of witnesses and copy of all documents that will be presented at the hearing must be submitted to the judicial administrator 24 hours prior to the hearing. The judicial administrator, in his or her sole discretion, may exclude the testimony of any witness or document that, in his or her opinion, is irrelevant or duplicative. Only the Academic Ethics Committee can direct questions to any hearing participant. Participants may direct comments or questions regarding witness testimony to the judicial administrator. Records of such hearings—which may include student notifications and response, supporting documentation and faculty comments, summary of committee deliberations, and final decision notification—will be kept in a secured file in the Office of the Dean.
2. The Academic Ethics Committee will decide whether there has been a violation of the Code of Academic Ethics by a “preponderance of the evidence” standard (that is, more likely than not). In cases of a violation, the Academic Ethics Committee will decide on the appropriate sanction. The Academic Ethics Committee via the judicial administrator will send written notice of its decision to the student within seven business days of the hearing.
3. In certain cases the Academic Ethics Committee will function as a clearinghouse for faculty to register in writing those cases wherein the faculty member confronts the student. In such cases the faculty member, after discussion with the student, will determine the appropriate sanction and communicate that to the judicial administrator. Any student having a sanction imposed against him or her in this manner who disagrees with such sanction has the right to request a hearing before the Academic Ethics Committee.

4. The Academic Ethics Committee via the judicial administrator will notify the student found by the committee to be in violation of the Code of Academic Ethics about his or her opportunity to appeal to the dean. The dean will notify the Academic Ethics Committee of any decisions made on cases that have been submitted to the Office of the Dean on appeal.

### **Voting**

All three of the Academic Ethics Committee members must be present for a vote to be called. Specific sanctions will be decided by majority vote.

Note: The Academic Ethics Committee hearings are not court of law proceedings and should not be construed to be subject to courtroom technicalities.

### **Appeals Process**

Procedures for appeals of Code of Academic Ethics violations are the same as for Student Code of Conduct violations. Consult the “Student Code of Conduct” in this section for more information.

### **Changes in the Code**

Any alterations in this code must be initiated by the Academic Ethics Committee or the dean and must carry their corporate unanimous vote.

For additional information, contact the Office of the Dean at (310) 506-7490.

## **Code of Ethics**

### **Introduction**

Pepperdine University is a Christian university committed to the highest standards of academic excellence and Christian values. Members of the Pepperdine University community—faculty, staff, students, administrators, members of the Board of Regents, members of the University’s advisory boards, and volunteers—are responsible for maintaining the standards of the institution and of the various communities in which they live. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the University Mission Statement, the founding vision of George Pepperdine, and the University Affirmation Statement. Holy Scripture provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one’s neighbor as one’s self (Matthew 22:37–40).

In this spirit, we commit ourselves to the highest standards of ethical conduct. We act with integrity, we treat others with respect and dignity, we carefully steward the University’s resources, we avoid conflicts of interest or commitment, we maintain confidentiality, and we comply with legal and professional obligations. We are individually accountable for our own actions,

and we are collectively accountable for upholding these standards of behavior and complying with all applicable laws, policies, standards, and regulations. While human and therefore fallible, we constantly strive to meet our ethical expectations. Moreover, because the Pepperdine community is composed of many distinct constituencies, we understand that, beyond the general ethical principles outlined in this document, we may be subject to additional rules of conduct specific to our respective roles within the community.

### **Acting with Integrity**

We seek to be people who are honorable, forthright, and upright at all times. Our commitment to integrity demands more than mere satisfaction of legal and ethical obligations, although we comply with the law and conform to the highest standards of ethical conduct. Our commitment to integrity means that we actively discern what is right from what is wrong, that what we do flows directly from who we are, and that we seek consistency between our inner self and our outward conduct. We value people, we speak the truth, we have the courage of our convictions, and we keep our commitments. We do not condone any form of dishonesty—such as fraud, theft, cheating, or plagiarism—as described more specifically in student, faculty, and staff handbooks and policies.

### **Treating Others with Respect and Dignity**

Members of the community are committed to principles of equality and fairness. We follow the profound truth found in the Golden Rule, “In everything do to others as you would have them do to you” (Matthew 7:12).

We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Consistent with our affiliation with the Church of Christ and our faith heritage, we do seek to hire and promote persons who support the goals and mission of the University including, but not limited to, those who are members of the Churches of Christ.

We respect the inherent worth of each member of the community. We do not engage in any forms of harassment of others. Those in positions of authority, including administrators, supervisors, faculty members, and student leaders, exercise their authority fairly and appropriately.

Other expectations about how we treat others with respect and dignity can be found in University policies and in each school’s faculty and student handbooks or respective academic catalogs.

### **Stewarding the University’s Resources**

We are good stewards of the University resources entrusted to us, and we prepare accurate and clear reports about those resources. University resources are reserved for business purposes on behalf of the University. We exercise reasonable judgment in the use of University resources, acting with care and prudence. We do not use University resources for personal gain.

We prepare correct and clear financial records and research reports. All entries in University books and accounts accurately reflect each transaction. In reporting on the University's resources, we do not hide, conceal, or mislead; and we promptly report such misconduct when it is discovered.

### **Avoiding Conflicts of Interest and Commitment**

We do not have direct or indirect interests or commitments, financial or otherwise, which conflict with the proper discharge of our duties to the University. The primary professional allegiance of all full-time employees lies with Pepperdine University and the advancement of its mission. We do not solicit or accept any gift, service, or favor that might reasonably influence the discharge of our duties or that we know or should know is being offered with the intent to influence our official conduct. We do not accept other employment or engage in business or professional activities outside of the University when such work might reasonably cause real or apparent conflicts of interest or conflicts of commitment. We do not transact business in our official capacity with any business entity of which we are an officer, agent, or member or in which we own a substantial interest without the explicit prior knowledge and approval of the appropriate senior University officer. We disclose potential conflicts of interest to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen. Additional information is located in the University conflicts of interest policy.

### **Maintaining Confidentiality**

We observe and respect the confidentiality rights of all other members of the community, and this duty continues even after we are no longer affiliated with the University. This right of confidentiality applies to all academic, financial, health-related, personnel, or other non-public information protected either by law or by University policy. However, the right does not preclude the consensual release of information or the disclosure of information within the University when there is a legitimate need for its disclosure. E-mail or other uses of the University's computers or computer network are for business purposes and are not presumed confidential. Additional information is located in the University's "Computer and Network Responsible Usage Policy" in this section.

### **Complying with Legal and Professional Obligations**

We comply with all state and federal laws and conform to the highest standards of professional conduct. We transact University business in compliance with all applicable laws, regulations, and University policies and procedures. We do not misrepresent our status or authority in our dealings with others. To the extent that we belong to professions that are governed by standards specific to the profession (such as attorneys, psychologists, or certified public accountants), we adhere to such professional standards. We conduct ourselves in accordance with professional principles for scholarly work, including upholding academic codes of conduct and professional standards for research.

## Reporting Violations of the Code

In order to maintain the integrity of the community, we report observed or suspected violations of this Code of Ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by University policies as well as all applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship. Information about reporting violations of this code may be found in the University policy “How to Report a Violation of the Code of Ethics” located at [community.pepperdine.edu/hr/policies/ethics.htm](http://community.pepperdine.edu/hr/policies/ethics.htm).

## Conclusion

We are governed by an ethos of care and respect, virtues that transcend the provisions of this code. We are called to something greater and nobler than mere compliance with the law or a written code of ethics. We are called “to live a life worthy of the calling [we] have received . . . , bearing with one another in love” (Ephesians 4:1–2). We are called to “dedicate ourselves anew to the great cause of beautiful Christian living” (George Pepperdine’s Dedicatory Address). We are called, ultimately, to lives of service (University Affirmation Statement). As the University motto instructs us: “Freely ye received, freely give.”

## Complaint Process

Pepperdine University takes very seriously complaints and concerns regarding the institution. If a student has a complaint regarding the School of Public Policy, the student may present a complaint or grievance according to the applicable policies and procedures found in this catalog. If the student believes that complaint or grievance warrants further attention after exhausting the procedures set forth in this catalog, he or she may contact the Western Association of Schools and Colleges (WASC) at [wascsenior.org/comments](http://wascsenior.org/comments) if the complaint is about the institution’s compliance with academic program quality and accrediting standards. WASC is the academic accrediting body for Pepperdine University.

If the student believes that a complaint or grievance continues to warrant further consideration after exhausting the processes of either WASC or Pepperdine, the student may submit a complaint to the attorney general of the State of California by filing a complaint form with the Public Inquiry Unit of the California State Department of Justice at Public Inquiry Unit: (800) 952-5225 (phone) or (916) 323-5341 (fax) or online at [ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL).

The Attorney General’s Office will review the process through which Pepperdine attempted to resolve the complaint. If the process complies with the University’s written policies and procedures, the Attorney General’s Office will, for the purposes of state oversight, consider the matter closed. If the attorney general determines that the process through which the University

attempted to resolve the complaint did not comply with the University's written policies and procedures, the attorney general may request reconsideration by the School of Public Policy.

Nothing in this disclosure limits any right that the student may have to seek civil or criminal legal action to resolve his or her complaints.

Pepperdine University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34 §§ 600.9 and 668.43(b).

## **Computer and Network Responsible Usage Policy**

### **Purpose**

Pepperdine University provides access to computing and network resources in order to support its instruction, research, and service missions; administrative functions; and student and campus life activities. All such use shall be ethical and consistent with the University's mission. Any other uses, including uses that jeopardize the integrity of the Pepperdine network, the privacy or safety of other users, or that are otherwise illegal, are prohibited.

### **Applicability**

This policy applies to all users of University computing and network resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations.

### **Conditions for Use**

Users of Pepperdine University computer and network resources must

- Follow all applicable federal, state, or local laws.
- Follow all relevant University rules, regulations, policies, and procedures, including the information technology (IT) use policies and procedures published for specific systems.
- Actively maintain the security of personally owned and University-assigned computers.
- Report privacy, security, or policy violations to the Information Security Office.

### **Prohibitions**

Users of Pepperdine University computer and network resources must not

- Utilize any identity or account not specifically assigned to the user.
- Hinder, monitor, or intercept another user's network traffic.
- Disclose, destroy, or capture personal, confidential, or restricted data.
- Use resources for commercial purposes or personal financial gain.
- Use resources for unauthorized access of any system or network.

## **Peer-to-Peer and File Sharing Notice**

Users must not engage in the unauthorized copying, distributing, altering, maintaining, or transmitting of copyrighted materials, information, software, music, or other media.

## **Security and Privacy**

Users' University computer and network passwords must conform to IT's published complexity and length requirements and must not be shared with any other person, used in non-University accounts, or otherwise disclosed. Passwords must be changed immediately if disclosed or compromised.

The University employs various measures to protect the security of its information resources. Users should be aware that their uses of University computer and network resources are not private. While the University does not routinely monitor individual usage, the normal operation and maintenance of the University's computing resources require backup, logging of activity, monitoring of general and individual usage patterns, and other such activities that are necessary for information security and the rendition of service. In addition, the University reserves the right to review, monitor, and/or capture any content residing on, or transmitted over, its computers or network at its sole discretion. The University reserves the right to limit access to its computers or network and to remove or limit access to material residing on its computers or network.

The most current version of the Computer and Network Responsible Usage Policy and any technical requirements and guidelines related to this policy are published at [community.pepperdine.edu/it/security/policies](http://community.pepperdine.edu/it/security/policies).

## **Discrimination, Harassment, and Sexual Misconduct Policy**

Pepperdine University affirms that all members of the community are created in the image of God and therefore should be treated with dignity and respect. Our University Code of Ethics states that we do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, we respect the inherent worth of each member of the community and do not engage in any forms of harassment. We follow the profound truth found in the Golden Rule, "In everything do to others as you would have them do to you" (Matthew 7:12).

Speech that constitutes a protected exercise of a student's rights under California's Leonard Law will not be deemed a violation of this policy. However, some speech that may be protected by the Leonard Law is nonetheless inconsistent with the Golden Rule, and students are encouraged to live by this higher standard rooted in our Christian faith and heritage.

Discrimination, harassment, sexual misconduct, and any related retaliation, as defined below, will not be tolerated and will result in disciplinary action, up



to and including dismissal from the University. This policy applies to students and governs conduct that occurs both on and off campus.

## **Definitions**

### **Discrimination**

Unlawful discrimination occurs when an individual is treated less favorably with respect to the administration of the University's educational programs and activities, admission, financial aid, or on-campus housing, based upon that individual's membership in a class protected by applicable law.

### **Harassment**

Harassment is defined as conduct that is so severe and/or pervasive and objectively offensive that its effect, whether or not intended, impairs a person's ability to participate in the University's educational programs and activities or his or her living environment. Objectively offensive conduct means that it must be offensive both to the recipient of the conduct and to a "reasonable person" in the recipient's circumstances.

Examples of harassment include, but are not limited to,

- Some students write racial epithets on the door of an African American student's room and use the same epithets when they see the student on campus.
- Over the course of the semester, a gay student is repeatedly called anti-gay slurs both to his face and on social networking sites.
- Someone spray paints anti-Semitic symbols on a Jewish student's car.

### **Sexual Misconduct**

Sexual misconduct includes sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

### ***Dating Violence***

Dating violence is violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

### ***Domestic Violence***

Domestic violence covers felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is

protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### ***Sex Discrimination***

Sex discrimination is discrimination (as defined earlier) on the basis of an individual's sex.

### ***Sexual Assault***

Sexual assault is a general term that covers a broad range of inappropriate and/or unlawful conduct, including rape, sexual battery, and sexual coercion. As defined under California law, rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Other examples of sexual assault include the following nonconsensual acts: oral copulation, anal intercourse, and penetration of the anal or vaginal area with a foreign object, including a finger. Sexual battery includes the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of those parts, or forcing a person to touch another's intimate parts. Sexual coercion is the act of using pressure (including physical, verbal, or emotional pressure); alcohol; medications; drugs; or force to have sexual contact against someone's will or with someone who has already refused.

An individual is unable to provide consent to engage in sexual activity when the individual (1) is a minor (age 17 or under), (2) has a mental disorder or developmental or physical disability that renders him or her incapable of giving knowing consent, (3) is unconscious, or (4) is incapacitated from alcohol or other drugs, and this condition was known or reasonably should have been known by the accused. "Incapacitated" means intoxicated to the point that the person is incapable of exercising the judgment required to decide whether to consent.

### ***Sexual Harassment***

Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the University's educational programs and activities or his or her living environment. Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature. This definition will be interpreted and applied in a manner consistent with the accepted standards of mature behavior, academic freedom, and the mission of the University.

Examples of sexual harassment include, but are not limited to,

- A female student repeatedly asks a male student out on a date when he has expressed he is not interested.
- A student worker tells her supervisor that she is not comfortable with him massaging her shoulders, but he continues to do so on numerous occasions and also makes comments about her attractiveness.

- A male graduate assistant in an economics course repeatedly makes disparaging comments about women such as “economics is a man’s field” and “women don’t have the capacity to understand.”

### **Stalking**

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

### **Campus Sexual Misconduct Resources**

In an effort to reduce the risk of sexual misconduct occurring among its students, the University provides awareness and prevention programming. These outreach efforts are coordinated through the Counseling Center. For information, call (310) 506-4210 or visit [community.pepperdine.edu/counselingcenter/sexualassaultresources](http://community.pepperdine.edu/counselingcenter/sexualassaultresources). This site also includes additional resources and frequently asked questions about sexual misconduct. If a student is subjected to sexual misconduct,

1. The student should go to a safe place and speak with someone he or she trusts. The student should tell this person what happened. If there is any immediate danger, the student should call 911, then call the Department of Public Safety at (310) 506-4441.
2. The student should consider securing immediate professional support to assist in the crisis. On- or off-campus options include:
  - During office hours, the student should contact the Pepperdine Counseling Center at (310) 506-4210, the Pepperdine Student Health Center at (310) 506-4316, the Santa Monica Rape Treatment Center at (310) 319-4000, or Sojourn Services—Battered Women at (310) 264-6644.
  - After hours, if living on campus, the student should notify the resident advisor, student life advisor, resident director, or the Department of Public Safety at (310) 506-4441 who can typically help the student reach a confidential Pepperdine University counselor.
  - After hours, if living off campus or living on campus but prefer to use off-campus options, the student may call the Santa Monica Rape Treatment Center’s 24-hour hotline: (310) 319-4000. When students contact the center, they should let them know if they are in need of transportation to and from the center, as free options are available. Students also may contact Sojourn Services—Battered Women at (310) 264-6644.
3. For safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should the student decide immediately or later to pursue criminal charges. The Santa Monica Rape Treatment Center will arrange for a specific medical examination at no charge. To preserve evidence, it is best that the student does not bathe, shower, douche, or change clothes

before that exam. Even if the student has already bathed, he or she is still encouraged to have prompt medical care. Additionally, students are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.

4. Even after the immediate crisis has passed, the student should consider seeking support from the Pepperdine Counseling Center, the Santa Monica Rape Treatment Center, or Sojourn Services—Battered Women.
5. The student should contact the assistant dean for administration at (310) 506-7490 if assistance with University-related concerns is needed, including academic issues (e.g., missed classes or exams or requesting extensions regarding course work) or on-campus housing issues (e.g., requesting that the offending student or the victim be moved to a different residence hall).
6. The student should report any concerns about retaliation to the Department of Public Safety or the Office of the Dean. Retaliation by any party is a serious offense, and appropriate disciplinary action will be taken.

### **Immunity for Victims**

Pepperdine encourages the reporting of sexual misconduct. Sometimes, victims are hesitant to report misconduct to University officials because they fear that they themselves may be charged with policy violations (such as visitation, on-campus drinking, or sexual activity) at the time of the incident. To encourage reporting, Pepperdine offers victims immunity from policy violations related to sexual misconduct.

### **Immunity for Good Samaritans**

Pepperdine encourages students to offer assistance to other students in need, both on and off campus. When a student seeks medical assistance for a student in need, both parties will receive immunity from disciplinary action. This policy was created because students are sometimes hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, a student who has been drinking on campus might hesitate to get help from the Department of Public Safety or a resident advisor for someone who may be suffering from alcohol poisoning or might be hesitant to provide important information about a sexual assault incident).

### **Retaliation**

The University prohibits retaliation against any individual who, in good faith, complains of discrimination, harassment, or sexual misconduct or assists in providing information about a complaint of discrimination, harassment, or sexual misconduct. Any individual who engages in retaliatory conduct in violation of this policy is subject to disciplinary action, up to and including dismissal from the University.

### **Reporting Discrimination, Harassment, Sexual Misconduct, and Retaliation**

Any student who feels that he or she has been subjected to discrimination, harassment, sexual misconduct, or retaliation by another student should file

a complaint pursuant to the procedures set forth in “Reporting Misconduct” under “Student Code of Conduct” in this section. Complaints regarding faculty, staff, and other nonstudents should be filed pursuant to the Nonacademic Student Grievance Procedure. In addition to the above reporting avenues, the University’s Title IX coordinators also are available to address questions or receive complaints concerning sexual misconduct:

**Title IX Coordinator**

For employees, guests, and contractors:

Edna Powell, Chief Business Officer

24255 Pacific Coast Highway

Malibu, CA 90263

(310) 506-6464

edna.powell@pepperdine.edu

The Title IX coordinator is also responsible for the University’s overall compliance with Title IX and oversees the deputy coordinators.

**Title IX Deputy Coordinators**

For students:

Tabatha Jones Jolivet, Associate Dean of Student Affairs, Seaver College

24255 Pacific Coast Highway

Malibu, CA 90263

(310) 506-4472

tabatha.jones@pepperdine.edu

For athletics:

Brian Barrio, Associate Director of Compliance for Athletics

24255 Pacific Coast Highway

Malibu, CA 90263

(310) 506-4150

brian.barrio@pepperdine.edu

**Additional Reporting Information for Sexual Misconduct**

Making the decision whether or not to report sexual misconduct is the beginning of the process by which victims regain control over their lives. Though the reporting and judicial processes can be difficult, they are often worth the effort because victims feel empowered by bringing the assailants to justice. Reporting sexual misconduct also may help to establish precedents that will aid other victims in the future.

Some students will choose to pursue criminal charges (i.e., through the police and criminal courts). Others will choose to pursue University judicial options, if the offender is a Pepperdine student. Some will choose both. Civil litigation is a third option that some victims choose. It is important that students understand their options as they make these decisions. Speaking confidentially with a counselor from the Pepperdine University Counseling Center, the Santa Monica Rape Treatment Center, or Sojourn Services—Battered Women may be helpful as the student decides how to proceed.

For help in reporting the offense to local law enforcement, the student should call the Department of Public Safety at (310) 506-4700. It is important to understand that reporting the incident does not obligate the victim to press criminal charges. To pursue disciplinary action through the University, the student should contact the School of Public Policy Office of the Dean at (310) 506-7490 or the Seaver College Dean of Student Affairs Office at (310) 506-4472.

If the victim or another source identifies the alleged assailant, the Department of Public Safety will collaborate with local law enforcement in conducting an investigation. Support of the victim is the University's highest priority in these matters; therefore, the victim's wishes will always be taken into consideration. There are also community safety issues to be considered. Thus, if the offending student is perceived to be a potential threat to the victim or other students, the University may choose disciplinary action against the alleged offender regardless of whether the victim submits or wishes to pursue a complaint.

The University will make every effort to safeguard the identities of students who seek help and/or report sexual misconduct. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.

### **Judicial Procedures in Sexual Misconduct Cases**

Students accused of sexual misconduct will be subject to disciplinary proceedings, following the procedures set forth in "Student Disciplinary Committee Hearings" under "Student Code of Conduct" in this section, with the following exceptions:

- The Disciplinary Committee will include only faculty and staff members, with a mix of both male and female members.
- The assistant dean for administration may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, accused student, and/or other witnesses during the hearing by providing separate facilities and/or by permitting participation by telephone, video conferencing, written statement, or other means, where and as determined in the sole judgment of the assistant dean for administration to be appropriate.
- The reporting party and the accused are entitled to the same opportunities during a Disciplinary Committee hearing. At the hearing, both parties may call witnesses, ask questions, present relevant information, and give closing statements.
- Both parties may have an advisor present. The advisor must be a current student, faculty, or staff member of the University who was not involved in the incident. The advisor may not address the Disciplinary Committee. The role of the advisor is to accompany the student and advise him or her privately during the hearing process.

- Both parties will be informed in writing of the outcome of the disciplinary hearing and both parties may appeal the decision of the Disciplinary Committee based on the appeal criteria set forth in “Appeals Process” under “Student Code of Conduct” in this section.
- The Disciplinary Committee will render a decision within 60 days of the complaint being filed. However, there may be extenuating circumstances that render this time frame impractical. In such cases, decisions will be rendered as promptly as possible.

The University’s actions are not dependent on the initiation or outcome of criminal charges. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

If sexual misconduct is found, the University will take steps to prevent recurrence and correct its discriminatory effect on the complainant and others, if appropriate.

### **Interim Remedies**

If the assistant dean for administration or designee determines that continued close proximity or potential for unwanted interaction with the alleged offender might pose a threat to the victim, temporary action may occur. This action may include alternative living arrangements, exclusion of the alleged offender from various University properties or privileges, interim suspension of the accused pending a hearing, or other appropriate remedial actions.

## **Hazing Policy**

Pepperdine University is committed to the highest standards of scholarship, ethics, and Christian principles which strengthen lives for purpose, service, and leadership. Hazing is a violation of its core campus values, state and federal law, and basic human dignity. Therefore, Pepperdine is dedicated to a University community free of hazing.

Hazing is prohibited by state law and University policy. All students and members of campus organizations are required to fully comply with California’s Code requirements on hazing and the University’s regulations prohibiting hazing. California Penal Code section 245.6(b) (Matt’s Law) provides a definition of hazing and prescribes misdemeanor and felony penalties. This would allow a person to bring a civil action for injury or damages against individuals who participate in the hazing or organizations that authorize, request, command, participate in, or ratify the hazing. For the purposes of Matt’s Law, “hazing” means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic

events or school-sanctioned events. Liability for hazing also extends to student organizations and not just to those who directly participated in the hazing acts. Pepperdine University also prohibits any recognized student organization from engaging collectively or individually in hazing.

Examples of activities that the University will consider to be hazing include, but are not limited to, any of the following:

1. Any activity that is mandatory for new members only and is not educational in nature (e.g., performing personal chores or errands).
2. Such activities as new member-only scavenger hunts, new member ditches, and the like.
3. Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.).
4. Expecting students to do anything exclusively “for the fun or entertainment of the members.”
5. All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work.
6. Conducting activities that prohibit adequate time for study.
7. Depriving students of sufficient sleep (six hours per day minimum), decent and edible meals, or access to means of maintaining bodily cleanliness.
8. Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onions, cinnamon, etc.
9. Applying foreign substances to the body, branding, tattooing, piercing, or other bodily alteration.
10. Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
11. Forcing, or allowing, students to dress in any unusual or awkward fashion. Nudity at any time.
12. Depriving students of “sense awareness” (sight, sound, etc.), which may cause mental and/or physical stress.
13. Misleading students in an effort to convince them that they will not attain full membership status, that they will be hurt during an initiation ceremony, or any other activity that would cause extreme mental stress.
14. Subjecting a person or group of people to verbal harassment.
15. Conducting “interrogations” or any other non-constructive questioning.
16. Disallowing students to talk for an extended period of time.
17. Forcing students to make monetary payments or incur extra expenses not included in general membership dues.

Disciplinary action at the University level is considered independent from other court proceedings and may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged



violation of the Student Code of Conduct. For more information on hazing, visit [stophazing.org](http://stophazing.org).

## Nonacademic Student Grievance Policy

The purpose of this Nonacademic Student Grievance Procedure is to provide for the resolution of student grievances, including allegations of discrimination, harassment, and sexual misconduct, as well as the denial of reasonable accommodations to persons with disabilities (including whether the student is a qualified individual with a disability, the adequacy of the student's documentation regarding the student's disability, and decisions regarding the student's academic adjustment or auxiliary aid, including denial of requested and/or approved services). This procedure is applicable to nonacademic student grievances filed against faculty, staff, or any nonstudent third party. This policy is not applicable to grievances filed against another student. To file a nonacademic grievance against another student, please see "Reporting Misconduct" in the "Student Code of Conduct" in this section of the catalog.

This procedure is designed to allow students to address complaints in a prompt, fair, consistent, and objective manner. Any act of reprisal by a University employee or by one acting on behalf of the University, including the intimidation of a grievant, respondent, or witness during the pendency of an investigation, will result in prompt disciplinary action.<sup>1</sup>

Before initiating a formal grievance, a student has the option to—but is not required to—discuss the matter in dispute with the person against whom the student has a grievance and seek a mutual resolution of concerns. The student may be encouraged to return to this informal level of resolution at any time during this procedure. It is the University's belief that most grievances can and will be resolved at this level.

If an informal resolution does not result, the student must submit a complaint to the grievance officer to initiate a formal grievance. Initially the student's concerns may be communicated orally; however, they must be in writing before any review or other action takes place.<sup>2</sup> This written complaint should be submitted as soon as possible after the student knows of the subject problem. The complaint should specify the University or School of Public Policy policy, procedure, or norm violated and specifically set forth all relevant factual details.

The assistant dean for administration shall serve as the grievance officer concerning complaints against faculty, staff, or nonstudent third parties. The dean of the subject school shall serve as the grievance officer concerning complaints about the assistant dean, and in this instance, the provost will

<sup>1</sup>*This procedure shall not be used to bring frivolous or malicious complaints. If a complaint has been made in bad faith, disciplinary action may be taken against the person bringing the complaint.*

<sup>2</sup>*Assistance will be provided to disabled students who are unable to write a complaint.*

serve as the reviewing officer if the case involves a request to appeal the grievance officer's decision. In matters involving complaints regarding the denial of an accommodation, the grievance officer (and any other decision-making individuals involved) will have the necessary training and expertise concerning (1) the student's disability, (2) the applicable University policies and procedures, (3) the applicable legal standards, and (4) the appropriate methods for resolution, including the scope of remedies available to the student, or shall seek consultation as necessary and appropriate.<sup>3</sup>

The grievance officer shall read the complaint, all relevant records or other factual information, and all University policies and procedures as may be necessary to determine whether the complainant's allegations warrant implementing the remainder of the procedures outlined below. If, for example, the allegations in the complaint, even if true, would not constitute a violation of a University policy, procedure, or norm, then the grievance officer should inform the student in writing that the student's allegations are not subject to the grievance process.

If the grievance officer determines that the allegations in the complaint do warrant further investigation and consideration, then the grievance officer shall forward, via certified U.S. mail, notice of the complaint and its substantive allegations to the person against whom the complaint is made ("respondent") and, if discrimination, harassment, or sexual misconduct is alleged, the University equal employment officer and/or applicable Title IX coordinator. This shall be done as soon as possible, but in no event later than 21 calendar days after the grievance officer receives the written complaint.

The respondent shall be given 14 calendar days from receipt of the complaint to return a written response to the grievance officer. Necessary extensions may be granted at the discretion of the grievance officer.

The grievance officer will initiate a reasonable investigation into the matter. The scope of any investigation shall be in the sole discretion of the grievance officer. The investigation may include, but is not limited to, meeting with the parties, talking with witnesses, and reviewing any supporting documents.

A student may elect to withdraw a complaint at any time; however, the University reserves the right to investigate all complaints where necessary to protect the interests of the University community.

If the grievance officer desires, he or she may appoint an ad hoc committee to assist in the investigation of the complaint and/or for advice concerning the handling of this matter. In such instances, the ad hoc committee should have the necessary training or expertise necessary to investigate the complaint and offer advice on the handling of the matter.

Within 21 business days of a receipt of the written response, the grievance officer shall make a decision by a preponderance of the evidence based on the written complaint, the response, and any other information the grievance

<sup>3</sup>*This information can be obtained through consultation with the University's Disability Services Office.*

officer determines is relevant. The decision shall be in writing and consist of factual findings, conclusions, and a remedy if one is appropriate. The grievance officer will provide a copy of the decision to all parties. In instances where discrimination, harassment, or sexual misconduct is alleged, the grievance officer will provide a copy of the decision to the complainant and/or target of the alleged discrimination or harassment and the University equal employment officer and/or Title IX coordinator. The decision will explain the investigative process and contain a summary of the facts gathered, a determination as to whether discrimination or harassment occurred, the reasons for the decision, and any appeal procedures. If discrimination or harassment is found to have occurred, the decision will also include any remedial or corrective actions that have been, or will be, taken to prevent any retaliation or recurrence (1) institutionally and (2) directly relating to the complainant, including notice of all sanctions against the offender in order for the sanctions to be fully enforced.

Any party may submit a written request for appeal to the dean of the School of Public Policy (“reviewing officer”) within 14 calendar days from the date of the decision. The request for appeal must specifically set forth all grounds for appeal. The nonappealing party must be given the opportunity to respond in writing to the request for appeal.

The reviewing officer shall be limited to addressing only the following questions:

1. Did the grievance officer consider all the important and appropriate facts in the investigation of this matter?
2. Did the student prove by a “preponderance of the evidence” (that is, more likely than not) that the person against whom the student has a grievance in fact violated a University policy, procedure, or norm or otherwise engaged in any unlawful or illegal activity?
3. Was the process carried out in a fair manner?
4. Was the decision one that a reasonable person might have made?
5. Was the grievance officer biased?

Within 15 business days from the date of receipt of the written appeal, the reviewing officer shall make a final decision based on the written complaint, the written response, the grievance officer’s written decision, the written request for appeal, and any written response to the request for appeal. The decision of the reviewing officer shall be final. The reviewing officer will provide a copy of the decision to all parties, and where discrimination, harassment, or sexual misconduct is alleged, to the University equal employment officer and/or Title IX coordinator.

All written decisions made and materials produced in connection with a grievance conducted under this procedure shall be retained by the grievance officer for seven years after graduation.

## Provisions Subject to Change

The provisions of this catalog, including rules of conduct, academic offerings, policies, procedures, and all charges, are subject to change by Pepperdine University after reasonable notice. It is anticipated that costs will increase in future years due to inflation, strengthened academic and extracurricular offerings, or other factors. Continuous scrutiny and development of the program may result in adjustments to the content, sequencing, and number of courses offered in the current or future academic years.

## Reporting a Threat

People who believe an individual poses an imminent threat to a member or members of the University community should contact the Department of Public Safety immediately. If they are located at a graduate campus and believe imminent danger is likely, contact 911 immediately and then contact the Department of Public Safety. If they do not believe that harm is imminent, but an individual's behavior seems threatening or seems likely it could lead to harm to the individual or to the community, they should report the concern. Students or faculty members should contact Public Safety or their dean's office. Staff members or other members of the community should contact Public Safety or the Center for Human Resources. In the event someone 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. For any questions, please contact the Department of Public Safety.

For convenience, contact information appears below:

Center for Human Resources .....	(310) 506-4397
Department of Public Safety .....	(310) 506-4700
Graduate School of Education and Psychology Dean's Office ..	(310) 568-5615
Graziadio School of Business and Management Dean's Office...	(310) 568-5689
Seaver College Dean of Students Office .....	(310) 506-4472
School of Law Dean's Office .....	(310) 506-4621
School of Public Policy Dean's Office .....	(310) 506-7490

## Security of Student Belongings

The University is not responsible for loss of, theft of, or damage to students' personal possessions. Theft and security concerns should be reported immediately to the Department of Public Safety. Students are responsible for their possessions while on University property and are encouraged to lock their rooms when they leave and to utilize laptop locks and other devices to safeguard their property while using University facilities. Residence hall lobby and suite doors must remain closed and locked at all times. Additionally, students are encouraged not to leave valuables unattended and unsecured.

The University encourages students to obtain their own theft and casualty insurance. Such coverage may exist as part of parents' homeowner insurance policies or may be added for an additional fee. It is also recommended that students record the serial numbers of electronic devices such as laptop computers and digital cameras. Residents are encouraged to take valuables home with them during University breaks.

## Smoking Policy

All Pepperdine University campuses are smoke-free at all times, and smoking, including e-cigarettes, is strictly prohibited with the exception of any limited, designated areas where smoking may be permitted for some period while moving toward the goal of a 100 percent smoke-free campus. E-cigarettes are an unregulated method of nicotine delivery within polyethylene glycol vapor and with varied odorants/flavors. This vapor is dispersed locally upon exhalation. Though the health risks associated with this vapor are currently unknown, they are currently being evaluation by the Food and Drug Administration. In the interest of public health and courtesy, the University will exclude this behavior in public settings and treat e-cigarettes as identical to cigarettes. This prohibition includes, but is not limited to, the interior of University facilities; outdoor areas; undeveloped property; as well as in any vehicle owned, leased, or operated by the University. Also, the sale, distribution, and advertisement of or sponsorship by tobacco products is prohibited anywhere on campus, at University-sponsored events, or in publications produced by the University. This policy applies to all persons on a Pepperdine University campus.

### Implementation

Pepperdine University acknowledges and respects the fact that certain individuals experience extreme difficulty in ceasing the habit of smoking. Consistent with the University mission and identity, it is necessary to avoid alienating community members and treat those who smoke with respect, dignity, and care as the University seeks to implement and enforce this policy.

### Cessation

Increased subsidized cessation programs will be made available to faculty, staff, and students. The University encourages participation in these programs. For more information, employees should call Human Resources, and students should call their dean's office.

### Compliance

All members of the University community share in the responsibility of adhering to and enforcing this policy. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of those who smoke and those who do not. Informational rather than punitive enforcement is the intent of this policy. However, repeated violations of the smoking policy, such as

smoking in an area other than at a designated smoking location, may result in intervention by the Department of Public Safety, discipline by the supervisor in the case of an employee, or discipline by the applicable dean's office in the case of a student.

## Student Code of Conduct

### Introduction

Each student is responsible for knowing and adhering to this Code of Conduct. While the policies and code outlined in this catalog provide students an effective set of guidelines for personal conduct, the University retains the right to instate additional policies and regulations or to modify existing ones as needs may dictate.

### General Conduct Expectations

Pepperdine University's foundation of the Christian faith as the basis of its expectations of student conduct requires that all students maintain the highest standards of personal honor, morality, and integrity at all times. The University reserves the right to refuse admittance to or dismiss any person who violates these principles.

In general, a student's actions off campus are subject to sanctions of civil or criminal authorities; however, whenever its interests as a University community and/or the pursuit of its objectives are adversely affected, the University may take disciplinary action independently of other authorities. Disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

### Misconduct Subject to Disciplinary Action

The following examples of misconduct are not inclusive but are intended to give a student an idea of the types of behaviors that may result in disciplinary action:

1. Violation of published University policies, rules, or regulations. This includes, for example, the policies and regulations specific to the residential community; the policy on alcohol and other drugs; the policies on vehicles; and the Discrimination, Harassment, and Sexual Misconduct Policy.
2. Violation of federal, state, or local law on or off campus.
3. Dishonesty in any form including, but not limited to, plagiarism; cheating on assignments or examinations; knowingly furnishing false information on University records; and forgery, alteration, or misuse of documents, records, or identification cards. Such violations, at the sole discretion of the University, may be subject to the procedures set forth in the Code of Academic Ethics.
4. Manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification.

5. Failure to comply with written or verbal directives of University officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.
6. Disruption or obstruction of teaching; research; administration; disciplinary proceedings; other University activities, including its public-service functions on or off campus; or other authorized non-University activities when the activities occur on University premises. This includes disruptive behavior that unreasonably interferes with, hinders, obstructs, or prevents other students from freely participating in University instruction, programs, or services.
7. Actions or communications that constitute disrespect, harassment, retaliation, the use or threat of physical violence, intimidation, stalking, or hate violence directed toward a member of the Pepperdine faculty, staff, student body, or a visitor to the campus or toward a member of the community.
8. Failure to possess at all times a valid student identification card and/or failure to surrender identification card to a University official upon request.
9. Misuse or disregard of the policies regarding parking and driving on campus including, but not limited to, failure to properly register a vehicle, accessing or parking in unauthorized areas, tailgating another car into a parking lot, and using or obtaining a parking permit assigned to another.
10. Any unauthorized use of electronic or other devices to make an audio or video record of any person without his or her prior knowledge or without his or her effective consent.
11. Sexually compromising acts on campus or at University-sponsored events. The final determination of whether an act is sexually compromising will be at the discretion of University officials.
12. Exhibition, possession, distribution, or viewing of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the University.
13. Soliciting or advertising or inviting a reporter to campus without prior approval from the appropriate University office.
14. Drunkenness or disorderly, lewd, or indecent behavior.
15. Promotion, distribution, sale, possession, or use of alcohol or narcotics or other controlled substances on campus or at University-sponsored events regardless of the student's age. See the "Substance Abuse Policy" in this section for more information.
16. Participation in student organizations that have lost University recognition.
17. Possession and/or use of all types of weapons and ammunition including, but not limited to, firearms, air and spear guns, knives, martial arts weapons, bows and arrows, swords, paint pellet guns, and explosives of any type. All individuals in possession of self-defense items, including

pepper spray, must comply with applicable California state law regarding training and permit to use.

18. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
19. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property. This regulation covers the unauthorized appropriation or “borrowing” of property for personal use or the possession of stolen property.
20. Vandalism, disrespect, destruction, or defacement of University property.
21. Theft or other abuse of computer time including, but not limited to,
  - Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
  - Unauthorized transfer of a file.
  - Unauthorized use of another individual’s identification and password.
  - Use of computing facilities to interfere with the work of another student, faculty member, or University official.
22. Misuse of the disciplinary procedures including, but not limited to,
  - Failure to respond to the summons of a judicial body or University official.
  - Falsification, distortion, or misrepresentation of information before a judicial body.
  - Disruption or interference with the orderly conduct of a judicial proceeding.
  - Institution of a judicial proceeding knowingly without cause.
  - Attempting to discourage an individual’s proper participation in, or use of, the judicial system.
  - Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - Failure to comply with the sanction(s) imposed by a judicial body.

**Reporting Misconduct**

Anyone may report a violation of the Code of Conduct by contacting one of the following offices:

- Department of Public Safety ..... (310) 506-4700
- Office of the Dean ..... (310) 506-7490
- Office of Housing and Residence Life ..... (310) 506-4104



Normally, the person reporting the violation will be asked to complete a written report form. Reports should be submitted as soon as possible after the event takes place.

Anonymous reports may be made on the Crime Tips Hotline by calling voice mail at extension 1234 (on campus) or (310) 506-4001 (off campus) and then dialing 4751.

Students living in the residence halls also may notify their residential or student advisors.

For any campus emergency, call 911, then call the Department of Public Safety at (310) 506-4441.

## **Judicial Procedures**

### **Philosophy of Student Discipline**

An institution of higher learning is authorized by law to establish and administer codes of conduct and to suspend, expel, or dismiss students whose actions negatively impact the campus community. The University reserves this right. Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where suspension, expulsion, or dismissal is not a probable penalty; more procedural formality should be observed in serious disciplinary cases. In all situations, fairness requires that students be informed of the nature of the charges and be given a fair opportunity to respond to them.

### **Sources of Information**

Information about a student's misconduct may come from a variety of sources including, but not limited to, reports from faculty; staff; students; departments (e.g., Housing and Residence Life, Department of Public Safety); law enforcement agencies; or community members. Other sources of information may include, but are not limited to, electronic communications, social media, photographs, and audio or video recordings.

### **Definition of Student**

Pepperdine University may exercise authority over any matriculated graduate student who is enrolled full or part time; has completed the immediately preceding term, is not presently enrolled, and is eligible for reenrollment; or is on an approved educational leave or other approved leave status. This includes the period before classes begin, while the student is attending classes, between academic sessions, or on leave.

### **Authority and Responsibility for Student Discipline**

The dean is responsible for the overall coordination of rules and regulations regarding student discipline for misconduct and serves as the final appeal for student disciplinary decisions. The assistant dean for administration is primarily responsible for the operational details of the disciplinary process and serves as the judicial administrator. The assistant dean for administration will review reports of misconduct and may conduct an investigation. If the

assistant dean for administration considers the report to indicate a probable violation of the Code of Conduct, the incident will be heard through either an administrative hearing or a hearing with the Student Disciplinary Committee.

When appropriate, some University policy violations may be addressed by other judicial bodies including, but not limited to, the Academic Ethics Committee, nonacademic grievance officer, or Seaver College Administrative Hearing/Student Disciplinary Committee. Violations that occur in the on-campus residential community will be investigated and adjudicated by Seaver College pursuant to Seaver College's judicial procedures ([seaver.pepperdine.edu/academicintegrity/procedures/judicial.htm](http://seaver.pepperdine.edu/academicintegrity/procedures/judicial.htm)). If conduct violates both residential community policies and the Code of Conduct, the assistant dean for administration, in his or her sole discretion, can participate, as a nonvoting member, in the Seaver College disciplinary proceedings and can impose additional Code of Conduct sanctions based upon those proceedings. However, the assistant dean for administration reserves the right to pursue Code of Conduct violations in a separate proceeding pursuant to the procedures set forth below. Sanctions imposed pursuant to the Seaver College judicial procedures can be appealed to the Seaver College dean of students ([pepperdine.edu/judicialaffairs/students/appealinformation.htm](http://pepperdine.edu/judicialaffairs/students/appealinformation.htm)). Sanctions imposed by the Office of the Dean of the School of Public Policy can be appealed as set forth below. If students from different schools of Pepperdine University are involved in a Code of Conduct violation, the matter will be investigated and adjudicated by the school of the accused student. The Department of Public Safety works in cooperation with these offices in the reporting of violations and the conducting of investigations.

### **Jurisdiction of the Code of Conduct**

The Code of Conduct applies to conduct that occurs on University premises or at University-sponsored activities and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student is responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if conduct is not discovered until after a degree is awarded). The code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The assistant dean for administration will decide whether the code will be applied to conduct occurring off campus on a case-by-case basis, in his or her sole discretion.

### **Administrative Hearings**

In some cases of student misconduct, a Student Disciplinary Committee hearing may not be necessary. This is most often true when the violation is of a less serious nature and the misconduct would not result in suspension or dismissal. Normally, a disciplinary proceeding begins with a written communication from the Office of the Dean requiring the student to attend an administrative hearing to respond to a specified charge. In rare cases when

expediency is critical, the proceeding may begin with an oral communication requiring the presence of the student at an administrative hearing. The hearing may be held before the assistant dean for administration or designee (“hearing officer”). The hearing officer will conduct an investigation of the charges.

In such a case, the student attends an administrative hearing with the designated hearing officer to discuss the incident, the student’s involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. The meeting will be followed by an official letter summarizing this decision. Sanctions imposed as a result of an administrative hearing cannot be appealed. Sanctions imposed by the Student Disciplinary Committee may be appealed; therefore, students who are summoned to an administrative hearing may request instead to meet with the Student Disciplinary Committee if they want an appeal option.

### **Student Disciplinary Committee Hearings**

If, after reviewing a report of misconduct, the assistant dean for administration determines that the incident is deemed sufficiently serious, the incident will be submitted for hearing by the Student Disciplinary Committee. The Student Disciplinary Committee will consist of one Pepperdine graduate student or alumnus, one public policy staff member, and one public policy faculty representative. The assistant dean for administration or designee will chair the committee but is not a voting member. Selection of the student or alumnus representative will be made by the assistant dean for administration and may be considered from dean and faculty recommendations. All three of the Student Disciplinary Committee members must be present for a vote to be called. Specific sanctions will be decided by majority vote.

Before meeting with the Student Disciplinary Committee, the student will be provided in writing with a summary of the behavior that allegedly violates particular provisions of the Code of Conduct. Notification also will be sent which will include the date and time of the hearing, typically within 15 calendar days after the student has been notified.

Hearings are not required to adhere to formal rules of procedure or technical rules of evidence followed by courts of law. Hearings will be conducted according to the following guidelines:

1. All procedural questions are subject to the final decision of the assistant dean for administration or designee.
2. The hearing will normally be conducted in private. Admission of any person to the hearing will be at the sole discretion of the assistant dean for administration or designee. The assistant dean for administration may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, accused student, and/or other witnesses during the hearing by providing separate facilities and/or by permitting participation by telephone, video conferencing, written statement, or other means, where and as determined in the sole judgment of the assistant dean for administration to be appropriate.

3. Accused students may be assisted at hearings by an advisor. The advisor must be a current student, faculty, or staff member of the University who was not involved in the incident. The advisor cannot speak for the accused student. The role of the advisor is to accompany the student and advise him or her privately during the hearing process.
4. Hearings will be chaired by the assistant dean for administration or designee and will proceed in the following manner:
  - Reading of the charges.
  - The student's denial or admission of the charges.
  - Review of the information in support of the charges, which may include a presentation of information by the accuser, witnesses, and questions by the committee.
  - Review of information that rebuts the charges, which may include a presentation of information by the accused student, witnesses, and questions by the committee.
  - Closing statement by the accused student.
  - Dismissal of student from hearing for committee deliberation.
5. The judicial administrator and the accused student may call witnesses. The committee may ask questions of the witnesses. The accused student may not directly question the witness but may direct questions to the judicial administrator after the witness has been excused. The judicial administrator will then determine if the questions are appropriate and, if so, will follow up with the witness as necessary. Witnesses may only be present while giving testimony. Accused students must present a list of witnesses and purposes of their statements to the judicial administrator 24 hours in advance of the hearing.
6. A list of witnesses called by the University should be presented to the accused student 24 hours before the hearing.
7. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the committee at the discretion of the judicial administrator. This information must be submitted to the judicial administrator at least 24 hours before the hearing.
8. If, during the course of the hearing, additional charges are discovered, the accused student will be notified of the new charges and will be granted additional time, if needed, to prepare a defense of the new charges. The accused student may waive the additional time and the hearing can proceed with the new charges taken under consideration by the committee. A record should be made in the hearing notes of additional charges and whether or not the student desires additional preparation time.
9. Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.

10. The committee's determination will be made on the basis of the preponderance of the evidence, whether it is more likely than not that the accused student violated the Code of Conduct.
11. After the hearing, the committee will determine by majority vote whether the student has violated each section of the Code of Conduct that the student is charged with violating.
12. If the student is found to have violated the Code of Conduct, the committee will then vote on the sanction(s) to be imposed.
13. The judicial administrator will notify the student in writing of the committee's decision and the sanction(s) issued, if applicable.
14. Records of such hearings—which may include student notifications and response, supporting documentation and faculty comments, summary of committee deliberations, and final decision notification—will be kept in a secured file in the Office of the Dean. The hearing will not be transcribed or otherwise recorded.
15. If the accused student fails to appear at the hearing, the committee may make a decision based on the available information. If the judicial administrator determines that good cause exists for the accused student not appearing at the hearing, a new date may be set for the hearing.

### **Disciplinary Sanctions**

Violation of University policies for personal conduct may result in the imposition of one or more of the sanctions listed below. Sanctions which may be imposed are not limited to those listed. In certain limited situations, University officials may impose a sanction but suspend or postpone its actual implementation.

Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim and/or University community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Disciplinary action may involve, but is not limited to, one or a combination of the alternatives listed below:

- Censure—Oral or written warning for conduct unbecoming of a Pepperdine student.
- Reprimand—Written warning that continuation or repetition of misconduct may result in a more severe sanction.
- Probation—A status which indicates that a student's relationship with Pepperdine University is tenuous and that his or her records will be reviewed periodically to determine suitability to remain enrolled.

Specific limitations to and restrictions of the student's privileges may accompany probation.

- **Fines**—Payment of charges for violation of regulations. These charges will be added to a student's account.
- **Loss of Privileges**—Such loss may include financial aid; eligibility to represent the University officially on athletic teams or performing groups; seeking or holding an elected student office; eating in the cafeteria; participating in the Pepperdine international programs; and use of specific University facilities, equipment, or services.
- **Restitution**—Requirement to pay for the repair to and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of reenrollment or refusal to release official transcripts and records).
- **Educational Sanctions**—For example, community service, essay-writing assignment, attendance at a seminar, or other discretionary sanction as deemed appropriate by the sanctioning official.
- **Suspension**—Separation of the student from the University for a specified length of time.
- **Dismissal**—Separation of the student from the University on a permanent basis. In certain cases a dismissed student may, after an extended period of time, petition the University for readmission.

When students are dismissed or suspended for disciplinary reasons, there will be no refund of tuition or room charges for the semester and all financial aid will be cancelled. Upon permanent separation from University housing, students may apply to the Office of Housing and Residence Life for unused board charges.

If a violation occurs just prior to a student's scheduled graduation, sanctions may be imposed even if all academic requirements are completed. Sanctions may include, but are not limited to, community service, research or reflective paper, restitution, loss of privilege to participate in the graduation ceremony, deferment of degree, and a transcript hold. The University may withhold issuing a degree until all sanctions are fulfilled. In the rare case of a serious violation (e.g., sexual assault, DUI, illegal drug sales), the University may permanently withhold a degree.

### **Sanctions for Student Organizations**

Student groups are subject to the Code of Conduct disciplinary procedures. The following sanctions may be imposed upon groups or organizations: censure, reprimand, probation, fines, loss of privileges, restitution, educational sanctions, and deactivation. Deactivation includes loss of all privileges, including University recognition, for a specified period of time.

### **Interim Suspension**

In certain circumstances, the dean or a designee may impose a University or residence hall suspension prior to a meeting with a judicial body. Interim

suspension may be imposed (1) to ensure the safety and well-being of members of the University community or preservation of University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student poses a definite threat of disruption of or interference with the normal operations of the University. During the interim suspension, students will be denied access to the residence halls and/or the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the dean or the designee may determine to be appropriate.

### **Retention of Disciplinary Records**

Probation, suspension, dismissal, and/or permanent withholding of a degree sanctions are made part of the student's permanent academic record. Cases involving warnings or other sanctions are made part of the student's Office of the Dean file and are subject to review for the purposes of authorized background checks, subpoenas, or legal proceedings. Cases found to be unactionable will be expunged from the student's confidential record.

### **Appeals Process**

Students who believe they were not treated fairly in the disciplinary process or that the sanction imposed was unreasonable can submit a written appeal to the dean. The appeal letter must specifically set forth all grounds for appeal (that is, what actions or failure to act deprived the student of fundamental fairness or what circumstances make the sanction fundamentally unreasonable). The appeal letter must be submitted within seven days of the issuance of the sanction. The judicial body originating the decision must be given the opportunity to respond in writing to the appeal letter.

Generally, the appellate process does not require a hearing nor does it require the dean to make any personal contact with either the student or the original judicial body. Where personal contact with either party appears necessary to the dean, such contacts can occur in the absence of the other party.

Where it appears that the sanction raises an issue of particular importance to the school or University, the dean may, but is not required to, convene an ad hoc appeals committee to assist in making a recommendation to the dean regarding the appeal. The dean will designate the committee members. The dean may participate in all formal discussions between committee members. The committee will consist of at least three total representatives, at least one each from the faculty and staff. In making its recommendation, the committee may consider and review the appeal letter and response as well as supporting documentation, may interview involved parties and witnesses, and shall limit itself to addressing only the following questions:

1. In the investigation of this matter, did the decision maker consider all the important and appropriate facts?
2. Was it proven by a "preponderance of the evidence" (that is, more likely than not) that the student in fact violated a University policy, rule, guideline, code, or expectation or otherwise engaged in any unlawful or illegal activity?

3. Was the judicial process carried out in a fair manner?
4. Was the sanction one that a reasonable person might have made?

The ad hoc appeals committee shall submit its recommendation to the dean based on its conclusions to the above inquiries. The dean shall not be bound by the committee's recommendation.

In the event that an ad hoc committee is not convened, the dean's decision regarding the appeal will be based on the four questions outlined above. The dean may affirm, reverse, or modify the sanction. The dean also may return the case to the initial decision maker for further consideration. The dean's decision shall be final and effective immediately.

### **Immunity for Victims**

Sometimes, victims of physical or sexual assault or domestic violence are hesitant to report to University officials because they fear that they themselves may be charged with policy violations, such as visitation, alcohol violations, or sexual activity at the time of the incident. To encourage reporting, Pepperdine offers victims immunity from policy violations related to the assault.

### **Immunity for Good Samaritans**

Pepperdine encourages students to offer assistance to other students in need, both on and off campus. When a student seeks medical assistance for a student in need, both parties will receive immunity from disciplinary action. This policy was created because students are sometimes hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, a student who has been drinking on campus might hesitate to get help from the Department of Public Safety or a residential advisor for someone who may be suffering from alcohol poisoning or might be hesitant to provide important information about a sexual assault incident).

### **Forfeiture of Financial Assistance**

Every student who has accepted a scholarship, loan, fellowship, grant in aid, or any other financial assistance by the University or the state is deemed to have agreed to observe the rules and regulations of the University. The University shall review the record of each recipient of financial assistance who has been placed on University disciplinary probation; is suspended, expelled, or dismissed from the University; or is arrested and convicted as a result of a violation of University policy. In such cases, students who have accordingly violated the student Code of Conduct as outlined in this catalog may forfeit their financial assistance. For further information regarding this policy, contact the Office of Financial Aid.

### **Social Media Privacy**

The University complies with all local, state, and federal laws governing social media privacy. Although the law prohibits the University from asking students, prospective students, or student groups to disclose a user name or password for accessing personal social media, requesting access to personal social media, or divulging any personal social media to or in the presence of a University employee or representative, the University may lawfully require disclosure, access, or viewing of personal social media if



necessary to investigate and take disciplinary action against any student, prospective student, or student group utilizing social media in ways that are unlawful, violate the Code of Conduct, or pose a threat to the safety of the campus community.

## Student Records Policy

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, provides, generally, 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. Access must be granted no later than 45 days after the 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 of access to 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 users of 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 notice or consent of the student: student’s name, student identification number, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, enrollment status, classification,

thesis titles/topics, photograph, e-mail address, 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. Such requests shall be submitted in accordance with the Student Records Policy of the University.

### **Student Theses, Dissertations, and Group Projects**

Certain student academic works, including student theses, dissertations, and group projects, may be made accessible to the public in hard or electronic copy. Such works may be available in the University's libraries, in public online databases and repositories maintained by the University, and by professors in their classes and off-campus presentations.

### **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, Pepperdine University, 24255 Pacific Coast Highway, Malibu, CA 90263. Copies also may be obtained online at [pepperdine.edu/registrar/policies](http://pepperdine.edu/registrar/policies).

### **Right to File a Complaint**

Any student alleging failure of the University to comply with FERPA may file a complaint with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Avenue, SW, Washington, D.C. 20201. Students are encouraged to utilize the internal University grievance procedures to resolve complaints prior to contacting outside agencies.

## **Substance Abuse Policy**

### **Purpose**

In keeping with the mission of the University and its commitment to provide an alcohol- and drug-free environment, the University has formulated the following policy regarding alcohol and drugs.

### **Applicability**

The policy applies to all students.

### **Definitions**

Substance means any drug (including alcohol) that has known mind- and/or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by state and/or federal law. Alcohol in this context means beer, wine, and all forms of distilled liquor or any beverage, mixture, or preparation containing ethyl alcohol.

## **Prohibitions**

All University students are required to be completely free of illegal drugs. The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion, or sale of drugs, drug paraphernalia, or look-alike (simulated) drugs and the unauthorized use or possession of alcohol while in any facility controlled by the University or as part of any University-sponsored activity.

Students may not be on University-controlled property or engage in any University activity while under the influence of any drug, alcohol, or other substance that will in any way affect their alertness, coordination, or response or affect their safety or the safety of others.

## **Health Risks**

The University is very concerned about harm to students using or abusing drugs and alcohol. All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension; cardiac irregularities; ulcers; pancreatitis; kidney disease; and cancer of the esophagus, liver, bladder, or lungs.

## **Student Assistance**

Any individuals within the University community who have developed an alcohol or drug dependency and who so identify themselves to faculty or administrators will be afforded reasonable consideration so long as they continue appropriate efforts to achieve and maintain sobriety. Such individuals have the right to expect that such disclosures will be held in confidence and not relayed to another who does not have a legitimate need to know. Facilities of the University will be made available to alcohol and drug recovery self-help groups that serve the University community and the general public for the conduct of their meetings. Confidential counseling and treatment are available to students through the Counseling Center on the Malibu campus and the Community Counseling Clinics at the West Los Angeles, Encino, and Irvine Graduate Campuses or by referral to appropriate agencies off campus.

## **Legal Sanctions**

Local, state, and federal laws establish severe penalties for unlawful possession of illicit drugs and alcohol. These sanctions, upon conviction, may range from a small fine and probation to imprisonment for up to one year or a \$1,000 fine, or both. It is especially important to note that federal laws

have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1 million.

### **Disciplinary Action**

1. Any student found supplying alcohol or drugs on campus or unlawfully supplying alcohol or drugs to another member of the community or the public at large will be subject to immediate suspension leading to dismissal.
2. In the case of a student residing on campus found by a resident assistant, public safety officer, or other University official to be in an intoxicated state: Upon a first offense a report will be entered, the individual will be returned to his or her residence, a residence hall employee will be alerted to the condition of the student, and the individual will subsequently be reminded of the University Substance Abuse Policy. The student will be contacted by an appropriate University official to determine whether personal counseling is advisable or whether disciplinary action is necessary.
  - If a student is unruly, disruptive, or destructive, a report will be entered and the student confined to his or her residence until sober or detained.
  - A student found in two or more incidents to be under the influence of drugs or alcohol may, at the discretion of University officials, be suspended for up to one year, or in cases where no improvement is evident, dismissed from the University.
  - Any student who encourages another to consume alcoholic beverages or any other substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal from the University.
3. Nonresident students found to be under the influence of alcohol or drugs will be detained until safe transport to their residence can be arranged. Patterns of intoxication and behavior problems among nonresident students will be treated in the same way that similar problems among resident students are treated.
4. It will be the policy of the Department of Public Safety to prevent any intoxicated individual from operating a vehicle on campus or leaving the campus by operating a vehicle.

### **Use of the Name of Pepperdine University or the School of Public Policy**

Students in the School of Public Policy, either individually or collectively, shall not, without the written consent of the proper authorities, use the name of Pepperdine University or the School of Public Policy in connection with any activity of any kind outside of the regular work of the school. Violation of this rule may result in disciplinary sanctions.



*The Drescher Graduate Campus is a 50.4-acre, modern facility.*



Ted McAllister  
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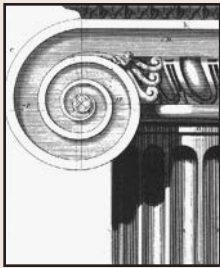
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# A PLACE IN THE WORLD

Geography, Identity, and Civic Engagement in Modern America

March 2011



ADMINISTRATION  
AND  
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◀ *Ted McAllister, Edward L. Gaylord Chair and associate professor of Public Policy, served as codirector of the Davenport Institute's 2012 conference entitled "A Place in the World."*

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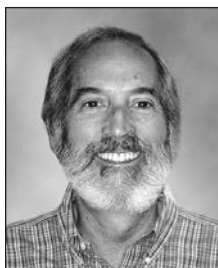
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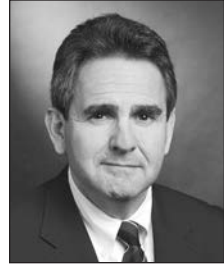
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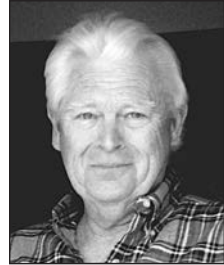


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# INDEX



## General Index

Academic Advisory Committee.....	168
Academic and Career Counseling Services.....	18
Academic Calendar.....	4
Academic Credit.....	103
Academic Policies.....	102–117
Academic Programs of the School of Public Policy.....	33–72
Accepting an Offer of Admission.....	81
Accreditation.....	15
Add/Drop Policy.....	88, 103
Administrative Staff.....	171
Admission Contingent Upon Truthfulness.....	119
Admission Information.....	76–83
Admission Procedure.....	78–80
Admission Status.....	81–82
Advance Registration.....	88
Alumni Association.....	18
Applicability of Catalog Provisions.....	119
Athletic Facilities.....	19
Attendance.....	104
Auditing a Course.....	103–104
Benefactors.....	166
Board of Regents.....	160–161
Board of Visitors.....	169–170
Bookstore.....	19
Campus.....	15
Campus Recreation.....	19
Campus Security and Fire Safety Information.....	119
Campus Visits.....	81
Chairs and Professorships.....	15
Charges.....	85–86, 90–91
Class Changes.....	88, 103
Code of Academic Ethics.....	119–123
Code of Ethics.....	123–126
Colleges and Schools of the University.....	8–10
Complaint Process.....	126–127
Computer and Network Responsible Usage Policy.....	127–128
Computer Store.....	20
Continuation of Academic Programs.....	104
Counseling.....	19, 20, 29
Course Challenge.....	83

Course Descriptions for the Master of Public Policy.....	42–56
Course Load .....	103
Course Numbering.....	104
Course Requirements for the Master of Public Policy .....	38–40
Cross-Registration.....	104–105
Curriculum.....	34–56
Davenport Institute for Public Engagement and Civic Leadership.....	16, 171
Dean’s Message.....	14
Deferral.....	81
Dining Services .....	20–22
Directory.....	178–180
Disabilities, Information for Students with.....	23–24
Discrimination, Harassment, and Sexual Misconduct Policy .....	128–135
Dismissal.....	77, 82, 92, 114, 119, 121, 128–129, 132, 145, 150, 152, 156
Diversity.....	78
Double Specialization Option.....	41
E-mail.....	22
Enrollment Classification and Admission Status .....	81–82
Enrollment Verification .....	105
Evaluation of Candidates.....	77
Faculty.....	16, 172–177
Federal Work-Study.....	96, 101
Fees.....	85–86, 90–91
Financial Aid .....	92–101
Financial Aid Eligibility .....	92–93
Financial Information .....	84–92
Founder’s Cabinet.....	167
Founding Executive Committee.....	168
Full-Time and Part-Time Student Status .....	106
Grading System .....	106
Graduate Assistantships .....	101
Graduate School of Education and Psychology.....	10
Graziadio School of Business and Management.....	9
Hazing Policy.....	135–136
Health Insurance .....	23
History of the University .....	8
Housing.....	23, 85, 91–92
Immunization Requirement .....	23
Information Technology.....	24
Installment Payment Options.....	89–90
Intent to Graduate.....	107



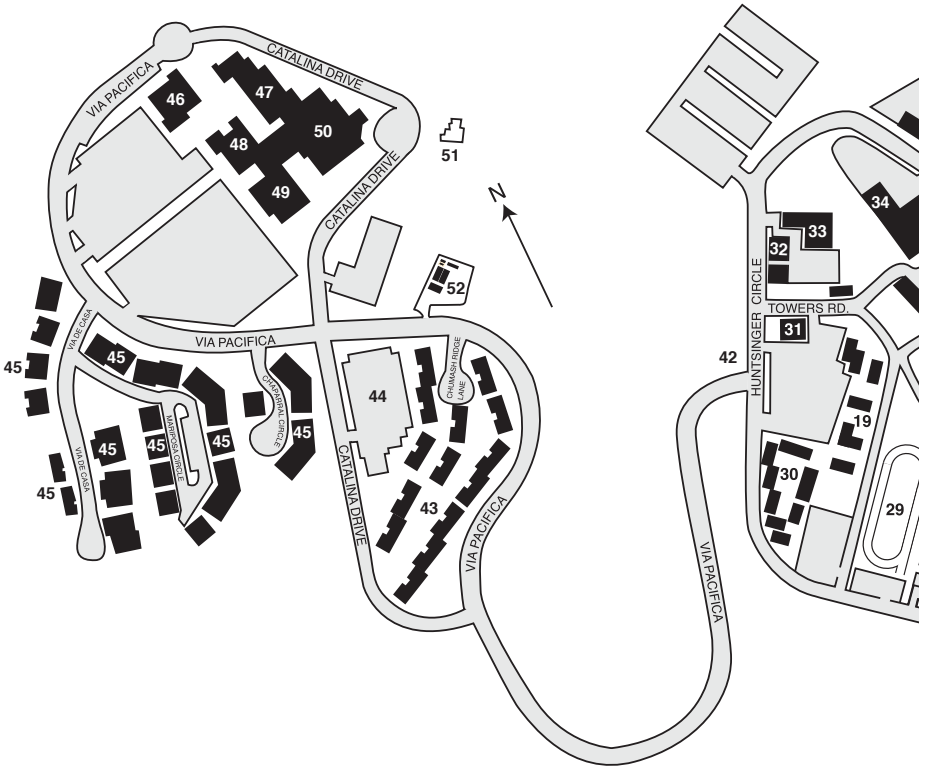
International Student Services .....	26
Internship .....	35–37, 44
Involuntary Military Service .....	83, 107
Joint MPP/JD Program .....	58–61
Joint MPP/MBA Program .....	62–67
Joint MPP/MDR Program .....	68–72
Leadership Challenge .....	17
Leave of Absence .....	107–108
Legal Notices .....	118–156
Libraries .....	24
Life Regents .....	161
Lisa Smith Wengler Center for the Arts .....	25
Loans .....	93–96
Mail Services .....	25–26
Maps .....	188–190
Master of Public Policy (MPP) .....	34–56
Medical and Mental Health Emergencies and Withdrawals .....	108–113
Military Service .....	83, 107
Nonacademic Student Grievance Policy .....	137–139
Parking Information .....	26
Payment Options .....	89–90
Payment Policies .....	86–89
Penalties on Delinquent Balances .....	88
Petitions .....	114
Policies and Procedures .....	75–117
Policy Platform (Guest Speaker Program) .....	17
Policy Research Seminar .....	37, 43–44
President’s Message .....	5
Probation .....	97, 114, 149–150
Provisions Subject to Change .....	140
Purpose and Philosophy .....	18
Readmission .....	83
Refunds .....	90–92
Registration .....	113
Regulations .....	118–157
Reporting a Threat .....	140
Research Assistantships .....	101
Room and Board .....	85–86, 91–92
Room Reservation .....	91–92
Scholarships .....	97–101

School of Law.....	9
School of Public Policy.....	8
Seaver College.....	9
Security Interest in Student Records.....	88–89
Security of Student Belongings.....	140–141
Shuttle Services.....	26–27
Simple Payment Option.....	89
Smoking Policy.....	141–142
Specialized Tracks.....	38
Standards and Measurements of Achievement.....	113–114
Student Budget.....	86
Student Care Team.....	108–112
Student Code of Conduct.....	142–153
Student Health Center.....	27–28
Student Life and Services.....	18–30
Student Organizations.....	28–29
Student Records Policy.....	153–154
Substance Abuse Counseling.....	29
Substance Abuse Policy.....	154–156
Summer Internship.....	35–37, 44
Summer Internship Procedures and Requirements.....	36–37
Suspension.....	109, 121, 150, 156
Tech Central.....	29
Third-Party Vendors.....	30
Three-Payment Option.....	90
Time Limit.....	115
Transcripts.....	115
Transfer Credit.....	82–83
Transfer to Other Universities.....	115
Travel Agency.....	30
Tuition and Fees.....	85–86, 90
Two-Payment Option.....	89
University Administration.....	171
University Board.....	162–164
University Card Services.....	30
Use of the Name of Pepperdine University or the School of Public Policy.....	156
Veterans Information.....	101, 115–116
Withdrawal Because of Military Service.....	83, 107
Withdrawal from Classes or University.....	90, 106, 107, 110–111, 116–117
Workshop.....	35



*Students enjoy a newly remodeled Mullin Town Square located on the Malibu main campus.*

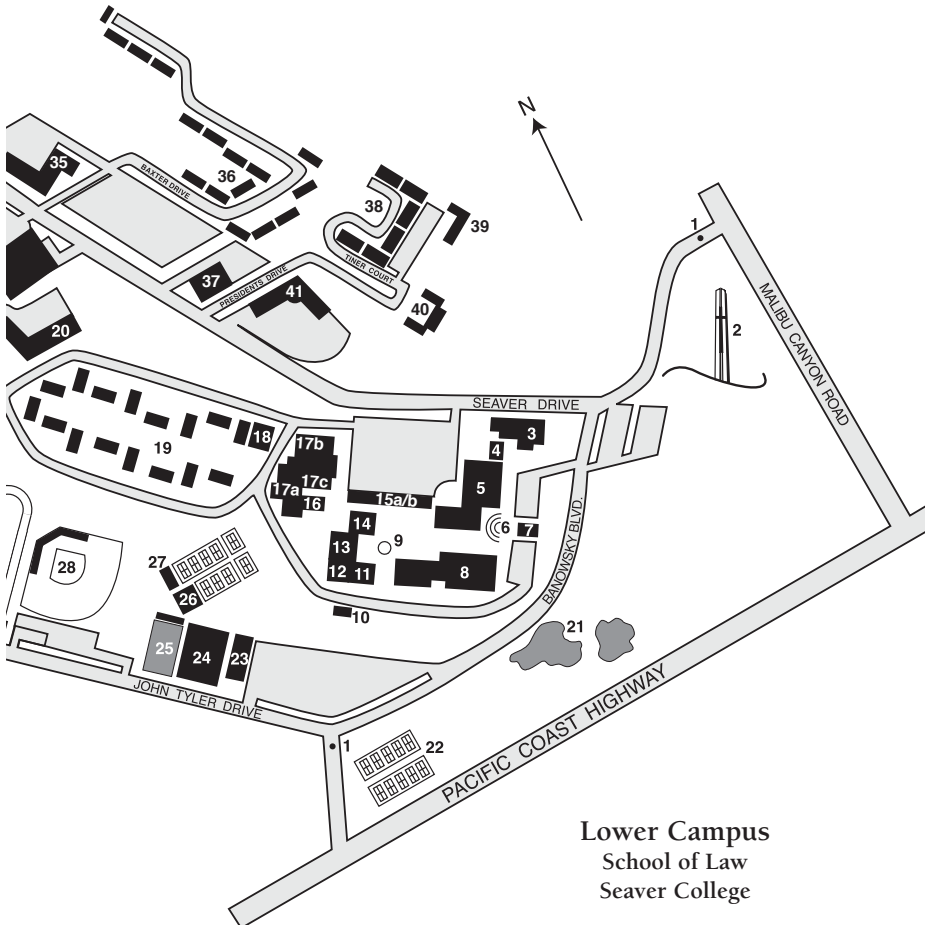
PEPPERDINE UNIVERSITY



**Drescher Graduate Campus**  
**Graduate School of Education and Psychology**  
**Graziadio School of Business and Management**  
**School of Public Policy**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Information Booth</li> <li>2. Phillips Theme Tower</li> <li>3. Charles B. Thornton Administrative Center</li> <li>4. Pendleton Computer Center</li> <li>5. Huntsinger Academic Complex<br/>                 Huntsinger Academic Center—Alumni Office<br/>                 Payson Library<br/>                 Pendleton Learning Center<br/>                 Tech Central</li> <li>6. Amphitheatre</li> <li>7. Stauffer Chapel</li> <li>8. Tyler Campus Center<br/>                 Beaman Patio<br/>                 Bookstore<br/>                 La Brea Bakery<br/>                 Nature's Edge Convenience Store<br/>                 Rockwell Dining Center<br/>                 Sandbar Student Lounge<br/>                 Student Counseling and Testing Center</li> </ol> | <ol style="list-style-type: none"> <li>9. Mullin Town Square<br/>                 Adamson Plaza<br/>                 Biggers Family Courtyard<br/>                 Joslyn Plaza<br/>                 Scaife Terrace and Bridge</li> <li>10. Stauffer Greenhouse</li> <li>11. Rockwell Academic Center</li> <li>12. Keck Science Center</li> <li>13. Appleby American Studies Center</li> <li>14. Elkins Auditorium</li> <li>15a. Black Family Plaza Classrooms</li> <li>15b. Plaza Terrace (rooftop)</li> <li>16. Weisman Museum of Art</li> <li>17a. Cultural Arts Center</li> <li>17b. Music Building</li> <li>17c. Smothers Theatre</li> <li>18. Howard A. White Center</li> </ol> |
|--|---|

# MALIBU CAMPUS



## Lower Campus School of Law Seaver College

- |   |   |
|---|---|
| 19. Residence Halls<br>Housing and Residence Life | 36. Faculty/Staff Homes   |
| 20. Rockwell Towers Residence Hall                | 37. Seaver Academic Complex   |
| 21. Alumni Park                                   | 38. Faculty/Staff Homes   |
| 22. Crest Tennis Courts                           | 39. Mallmann House  |
| 23. Helen Field Heritage Hall                     | 40. Brock House   |
| 24. Firestone Fieldhouse                          | 41. Center for Communication and Business<br>Public Safety              |
| 25. Raleigh Runnels Memorial Pool                 | 42. Entrance to Drescher Graduate Campus                                |
| 26. Ralphs-Straus Tennis Center                   | 43. Student Residential Complex   |
| 27. Harilela International Tennis Stadium         | 44. Parking Structure   |
| 28. Eddy D. Field Baseball Stadium                | 45. Faculty/Staff Homes   |
| 29. Stotsenberg Track<br>Tari Frahm Rokus Field   | 46. Young Center for the Graduate School of<br>Education and Psychology |
| 30. Lovernich Residential Complex                 | 47. Beckman Management Center, GSBM                                     |
| 31. Student Health Center                         | 48. Braun Center for the School of Public Policy                        |
| 32. Mail Services                                 | 49. Center for Learning and Technology                                  |
| 33. Facilities Management and Planning            | 50. Villa Graziadio Executive Center                                    |
| 34. Odell McConnell Law Center                    | 51. Thomas E. Burnett, Jr. Heroes Garden                                |
| 35. George C. Page Residential Complex            | 52. Design and Construction   |



**Directions to the campus:** The campus is located at Pacific Coast Highway and Malibu Canyon Road.

**From Los Angeles and points south:** Take the Santa Monica Freeway (10) west to Pacific Coast Highway (State Highway 1) and follow Pacific Coast Highway to Malibu Canyon Road. Turn right on Malibu Canyon Road, and the Seaver Drive campus entrance is on your left.

**From San Fernando Valley:** Take the Ventura Freeway (Federal Highway 101) to Las Virgenes Road, Malibu Canyon Road, and proceed south toward Pacific Coast Highway. Just before reaching Pacific Coast Highway, the Seaver Drive campus entrance is on the right.

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