

**POLICY & PROCESS**

- Applicants to the Multiple & Single Subjects, Education Specialist, and the Master of Arts in Teaching credential programs with a GPA lower than a 2.5 may petition for admission consideration under an “Exceptional Admit.”
- Students applying for admission under the “Exceptional Admit” category may be allowed to enroll in no more than 6 units prior to notification of acceptance in the program.
- Students denied admission to the program may not enroll in any further School of Education coursework at Brandman University until fully admitted into a program.

**A candidate for exceptional admission must submit the following:**

- ✓ Petition for Exceptional Admission form.
- ✓ Letter from candidate specifying exceptional admission criteria and how those criteria have been met. The student should also address why they feel they are capable of graduate level work.
- ✓ Passing score on CBEST or one of the CTC approved basic skills exams and one of the approved graduate admission examinations specified below:
  - GRE, MAT, CSET (passage of all subtest of the appropriate subject matter exam). Passing scores can be found in the catalog.
    - Graduate Record Examination (GRE): achieve the required minimum scores on two out of the three subsections. The minimum acceptable score for the Quantitative section is 141. The minimum acceptable score for the Verbal section is 150. The minimum acceptable score for the Analytic Writing is 4.5.
    - Miller Analogies Test (MAT): achieve a minimum scaled score of 403.
    - California Subject Examinations for Teachers (CSET): successful passage of all subtests is required for admissions. Please meet with your Academic Advisor or email the Teacher Accreditation Department at [credentialalerts@brandman.edu](mailto:credentialalerts@brandman.edu) to discuss which CSET is required for your credential program.
- ✓ Three current letters of reference attesting to the candidate’s ability to complete graduate coursework (cannot be older than two years).
- ✓ A letter of support from the local campus education committee. The committee must have three members, with one full-time faculty member.

**APPLICATION INFORMATION**

Student ID:			Current GPA:	
Name:				
	<i>Last</i>		<i>First</i>	
Academic Program:		Campus:		
Email Address:		Phone:		

*Email correspondence will be sent to Brandman University student email address*

**Graduate Exam Taken: You must submit official evidence of passing scores with this petition**

I do hereby petition to be admitted to Brandman University under the following criteria (check all that apply):

- Fluent in a language other than English (primarily for candidates whose first language is not English)
- Life experience and second career
- Instructional assistant/career ladder
- Culturally diverse experience. Including, but not exclusively:
  - Applicant educated at overseas schools
  - Former Peace Corp Volunteer
  - Foreign exchange student
- Alternative educational experiences
- Catastrophic life experience/overcoming adversity
- Undergraduate degree from a highly prestigious university
- Other advanced degrees from accredited institutions
- Disparity between exceptionally high graduate test scores and GPA

**AUTHORIZATION:** By submitting the *"Petition for Exceptional Admission to Credential Program"*, I certify that I am the individual identified on this form and I authorize the Office of Admission to process this form. I acknowledge that the information on this form is true and correct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_