

POLICIES and PROCEDURES

Admission to the program may be achieved by the completion of the following:

- Brandman University Graduate Application
- Ethical and Professional Responsibility Statement (*included in the application*)
- Official Transcripts: Request official transcripts from ALL colleges or universities you have attended or are attending.
- Three Recommendation Forms: From persons actively engaged in teaching and/or the practice of counseling, who are in a position to evaluate the applicant's academic and personal qualifications for the program. Forms are provided in your application packet along with a Recommendation Waiver Form. Admission is contingent on the quality of the recommendations.

Note: When choosing to be admitted under **Option Four**, of the Graduate Requirement for Admission, three **LETTERS of Recommendations** are required, instead of the three Recommendations for the Graduate Psychology Program Forms.

- Autobiographical Statement:

The following guidelines are provided to assist you in the writing of your personal autobiography. Your admission to the Master of Arts degree program in Marriage and Family Therapy (MFT)/Counseling is contingent on the quality and timely completion of this autobiographical requirement.

Your personal autobiography must be at least three to four typed pages in length and conform to the following guidelines:

- a. Include childhood, family and (if applicable) marital data and values derived from these experiences in relation to your choice of a career in marriage and family therapy/counseling.
- b. Incorporate two or three relevant experiences that have helped to shape your development and personality; and
- c. Discuss how you arrived at this point in your career development. Include any relevant professional experience.

- If selecting **Option Two** of the Requirements for Admission, a passing score from one of the admission test: GRE, MAT (*see Requirements for Admission listed one page 3*)

Graduate Record Examination (GRE): Minimum score of 900 on the combined scores of the verbal and quantitative subsections OR score at or above the 60th percentile on the Subject Test in Psychology.

Verbal _____ Quantitative _____ *or* Psychology Test _____

Miller's Analogies Test (MAT), achieve a scaled score of 400: MAT Score _____

Please Note: Students in California must have **regular admission status** prior to enrollment in graduate coursework. **ONLY** students from the Washington Campuses are permitted to enroll in up to 12 credits of graduate coursework prior to receiving regular admission status

ETHICAL & PROFESSIONAL RESPONSIBILITY STATEMENT

I acknowledge that I, the undersigned student, have read and understood the Master of Arts in Psychology Supplemental Application Policies and Procedures. I understand that my program and/or requirements may be altered only on written request and that any changes must be approved by the Department of Psychology Academic Faculty or Associate Dean. I agree to adhere to the procedures as outlined and understand that any appeal of action under these policies and procedures must be made to the Department of Psychology through the campus Academic Faculty.

As a student in a program leading to service in one of the mental health professions, I agree to abide by the ethical standards of the profession and understand that violation of these standards may result in probation/dismissal from the graduate program.

If you have questions about other aspects of your application process, please consult your Psychology Academic Faculty.

Applicant's Signature _____ Date _____

LICENSING AND CERTIFICATION

Agencies typically have regulations denying licensure or certification to anyone who has been convicted of a felony, most especially one which reflects an offense which would be a cause for disciplinary action if committed by one already holding the license. Please contact the licensing board in the state you plan to license for clarification of how a conviction may affect licensing. This clarification should be done before the application for admission to this program is submitted.

- *American Psychological Association, Ethical Principles of Psychologists, APA Code of Ethics*
<http://www.apa.org/ethics/code.html>
- *American Association for Marriage and Family Therapy, AAMFT Code of Ethics*
http://www.aamft.org/resources/lrm_plan/Ethics/ethicscode2001.asp
- *California Association of Marriage and Family Therapist, CAMFT Ethical Standards*
<http://www.camft.org>
- *National Board of Certified Counselor NBCC Ethics*
<http://www.nbcc.org>