

## **ENROLLMENT SERVICES OFFICE**

The Enrollment Services Office at Los Angeles Education Center of Campbellsville University is a resource for all candidates interested in the Phillips Graduate Institute's Marriage and Family Therapy program. Regular business hours are Monday through Thursday, 9:00 a.m. to 6:00 p.m., with hours on Friday from 9:00 a.m. to 5:00 p.m. Please visit our website at <https://phillips.campbellsville.edu>, call (818) 386-5660, or e-mail [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu) for additional information and assistance.

## **CAMPUS VISITATION**

Potential students are strongly encouraged to visit the campus and meet with the Enrollment Services team to gather information about our program, to learn about student life for Marriage and Family Therapy students and to have all questions answered. Additionally, Phillips regularly offers information sessions to provide potential students with information about the University, program, admission requirements, financial aid, and scholarships.

To schedule an appointment or to find out about upcoming information sessions, please visit: <https://phillips.campbellsville.edu> or contact the Enrollment Services Office at (818) 386-5660.

## **APPLICATION DEADLINES**

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

### **Fall 2022**

Applications are being accepted on a rolling basis.  
Semester begins on August 22, 2022.

### **Spring 2023**

Priority Application date is November 15, 2022.  
Semester begins on January 9, 2023.

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

## **PREREQUISITE REQUIREMENTS**

All applicants to Phillips Graduate Institute's Marriage and Family Therapy program must have completed an earned bachelor's or master's degree from a regionally accredited college or a university. Applicants currently enrolled in a bachelor's program may apply to Phillips, but must have their degree conferred prior to the start of the semester for which they are applying.

A cumulative Grade Point Average (GPA) of a 3.0 is required. However, all applications, regardless of GPA, are reviewed in a holistic manner to determine appropriateness and fit for acceptance into the Phillips' Master of Marriage and Family Therapy program. A Grade Point Average Exemption statement will be required prior to review by the Admissions Committee.

## APPLYING FOR ADMISSION

### TO APPLY FOR ADMISSION

1. Complete all application and documentation requirements. This includes your **Application, \$80 Non-Refundable Application Fee, Statement of Interest, and a Request for Transfer Credit** (if requesting transfer units).

2. **Request three (3) recommendations** from individuals with knowledge of your academic and/or professional potential. Recommendations are to be sent directly by the recommender to the Enrollment Services Office electronically (preferred) or via mail.

3. **Request official transcripts from your bachelor's degree conferral institution and any graduate level coursework.** These are to be sent directly to Phillips from the institution, either electronically or via mail. For out of the country degrees, please contact the Enrollment Services office for specific requirements.

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

**Electronically:** [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu)

#### Mail:

Enrollment Services Office  
Los Angeles Education Center  
19900 Plummer Street  
Chatsworth, CA 91311

### APPLICATION FOR ADMISSION

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

### STATEMENT OF INTEREST

Applicants are required to submit a 400 – 700 word essay demonstrating interest in the MMFT degree. The statement should describe your interest in becoming a Marriage and Family Therapist and how your life experiences or abilities have prepared you to become an effective therapist. The statement should be emailed to [phillips@campbellsville.edu](mailto:phillips@campbellsville.edu).

### RECOMMENDATIONS

Three (3) recommendations are required for applicants to the MMFT program. Recommendations should be written with six (6) months of the application and submitted directly to the Enrollment Services office. An approved form may be found online at <https://phillips.campbellsville.edu>.

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

Where possible, it is preferred that recommendations come from different sources in the applicant's life. Applicants who

have not attended school for several years should submit recommendations from persons who are familiar with them on any level of professional involvement.

### GRADE POINT AVERAGE EXEMPTION STATEMENT

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

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

### REQUEST FOR TRANSFER OF CREDIT

The maximum number of units a degree-seeking student may transfer in at the master's level is twelve (12) units. To be eligible for transfer credit, units must be earned at the graduate level at a regionally accredited college or a university with a grade equivalent to a "B" or higher within the past five years and must have significant comparability in nature, content and level to the comparable required course for which transfer credit is being requested.

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

The site director, or his/her designee, will review all requests for transfer credit and the applicant will be notified in writing of the decision. Even if credit is granted, a student may be required to audit coursework as deemed appropriate by the site director.

### ENROLLMENT AGREEMENT

Candidates who are admitted must confirm their intention to enroll by completing an Intent to Enroll form. After the Intent to Enroll form has been received, an appointment will be scheduled to complete the enrollment agreement. The agreement will outline in greater detail the estimated amount of tuition, fees, books, miscellaneous expenses, and student performance. Once the agreement has been signed, the student will be eligible for new student registration.