



SCHOOL OF EDUCATION

## ACKNOWLEDGEMENT OF TERMS AND AGREEMENTS FOR A ADMINISTRATIVE CERTIFICATE/ CREDENTIAL

I (*print candidate name*) \_\_\_\_\_ have applied for admission to a National University program leading to an educational credential. As a condition of my admission, I acknowledge that I am accountable to read and understand the following:

### General University and Program Information:

1. National University education credential and certificate programs are approved by the California Commission on Teacher Credentialing (CTC). I understand that I must satisfy all National University and CTC requirements in order to obtain a recommendation for a credential and/or certificate. *Initial* \_\_\_\_\_
2. I have been provided with the National University Catalog under which I am enrolled as well as a Credential Orientation Packet and understand that both outline the CTC and National University requirements for my program. I agree that I am accountable to read, understand, and continuously reference all relevant and pertinent policies and procedures. I agree to be responsible for the information contained in these resources and how it affects my program completion. *Initial* \_\_\_\_\_
3. I understand that National University program and credential requirements are designed to satisfy the standards set forth by the CTC and that these standards must be responsive to both state and federal legislation. I understand and acknowledge that it is my responsibility to become familiar with the requirements for a credential and that National University shall not be responsible for any changes to the applicable statutes or regulations or any interpretations of such statutes and regulations that result in my ineligibility for a credential. *Initial* \_\_\_\_\_
4. I understand that National University has an interest in preserving the integrity of its education credential programs. I understand that National University may suspend or terminate my participation in the program, after affording me due process in accordance with the procedures published in the National University catalog, if it determines that: (i) I have been convicted or plead guilty to a crime substantially related to my qualifications for a credential (ii) statements in my application, personal statement, or other materials submitted to National University were false or misleading (iii) I have committed an act or engaged in conduct which constitutes grounds for denial of a credential: or (iv) I fail to successfully complete the program in accordance with the National University's quality standards or fail to demonstrate, in National University's sole determination, the requisite knowledge, skills, dispositions and qualifications to satisfy the requirements for the credential. *Initial* \_\_\_\_\_
5. I understand that National University has established procedures to identify and assist candidates who are encountering difficulty in maintain acceptable academic and/or professional standards in their coursework, field experiences and/or clinical practice (internship). These procedures are designed to provide supplemental academic or professional assistance to help candidates successfully complete the program. After the academic or professional deficiency has been identified, the instructor or the National University supervisor will develop a growth and development plan. If the candidate fails to correct such deficiency within the time prescribed by the growth and development plan, the candidate's participation in the program may be suspended or terminated. The candidate will be given the opportunity to appeal his or her suspension or termination in accordance with the procedures published in the National University catalog and program documents. *Initial* \_\_\_\_\_
6. I understand that per National University graduate degree policy on course waivers and unit transfer limits that students can transfer a maximum of 13.5 quarter units (3 courses) at the graduate level. To be considered, the course must have been completed at an accredited institute of higher education within the last seven years with a "B" or better. Extension and continuing education must be evaluated by faculty to determine transferability. *Initial* \_\_\_\_\_

