

## Fact Sheet 2015-2016

Updated March 2015

### Contact Information



#### Pepperdine University

Graziadio School of Business and Management

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### Web Sites and Information On-line

Exchange Student Web Site: <http://bschool.pepperdine.edu/globalprograms/es>

Graziadio School of Business Main Web Site: [bschool.pepperdine.edu](http://bschool.pepperdine.edu)

Pepperdine University Main Web Site: <http://www.pepperdine.edu>

Graziadio School on YouTube: [http://www.youtube.com/watch?v=n-](http://www.youtube.com/watch?v=n-ICEuKpZZc)

[ICEuKpZZc](http://www.youtube.com/watch?v=n-ICEuKpZZc)

Pepperdine on YouTube: <http://www.youtube.com/user/pepperdine>

### Academic Calendar

It is recommended that exchange students arrive a week early in order to have time to get settled. Exchange students are only required to come to the Exchange Student Orientation, although regular student orientation dates are displayed on the calendar below.

Calendar: <http://community.pepperdine.edu/graziadio/fulltime/incoming/intended>

## Application Procedures

Once nominated by the home institution to participate in the student exchange program, prospective exchange students must complete and submit an application form and accompanying documents. Original documents, such as transcripts, TOEFL scores and others, must be uploaded in PDF format to your on-line application. Documents should not be sent by mail.

Application form & Instructions: <http://bschool.pepperdine.edu/globalprograms/es/exchangeapply.htm>

## Application Deadlines

The deadline dates for application submission are:

Fall Trimester (Aug.-Dec.)	-	Opens: November 1	Deadline: April 1
Spring Trimester (Jan.-Apr.)	-	Opens: August 3	Deadline: October 1
Summer Trimester (May-Aug.)	-	Opens: October 3	Deadline: March 1

## Intent to Enroll Form

Upon receipt of the acceptance letter, exchange students must submit an Intent to Enroll form within 15 days to guarantee a space in the upcoming term. The Intent to Enroll form will be sent to admitted students together with the acceptance letter.

## Visa

Upon acceptance, international students must complete the International Student Data (ISD) form (see link below). Upon submission of a completed ISD, Pepperdine will send a Form I-20 immigration document to each admitted exchange student. The Form I-20 is a required document for the student visa application. International students are responsible for making their own arrangements to obtain a visa. It is important to begin the visa process early and allot a generous amount of time because this process can be lengthy.

Student Visa: <http://bschool.pepperdine.edu/programs/full-time-mba/internationalstudents/#visa>  
ISD: <http://www.pepperdine.edu/admission/international-students/immigration-information/admitted-students.htm>

## Courses and Enrollment

The academic term, called a trimester, is 15 weeks in length. Each trimester is divided into 2 seven-week sessions called Session A and Session B. Each trimester includes two 7-week course sessions, plus various integration and application activities. A classroom session is generally 4 hours in duration, once per week.

The typical course load for exchange students is 12 to 16 units per trimester. Exchange students will not be permitted to enroll in fewer than 10 units or more than 18 units per trimester.

Exchange students are encouraged to enroll in advanced elective courses which are generally 7 weeks in length. Double degree students are required to complete a full mandatory curriculum of 48 units over 3 trimesters. Exchange students will be contacted by e-mail prior to arrival for personal assistance in course enrollment.

Academic Catalog and Course Guide: <http://bschool.pepperdine.edu/programs/catalog>

## Grading Scale

The standard grading scale for graduate programs in the United States is used.

A = Superior; B = Average or Satisfactory;  
Failure

C = Lowest passing grade; D =

For more information, reference the Graziadio School of Business & Management Academic Catalog: <http://bschool.pepperdine.edu/admission/catalog>

## Academic Concentrations

Courses are offered in a wide variety of business disciplines from business law and accounting to marketing and management. Specific areas of academic focus are offered in Entrepreneurship, Finance, Marketing, and Leadership & Managing Organizational Change. Regularly enrolled students may earn a certificate in Social, Environmental, Ethical and Responsible (SEER) business practice. Exchange students may take some SEER designated courses. The concentration in Dispute Resolution is reserved for regularly enrolled students. The guiding focus of all courses offered at the Graziadio School is ethical business practice.

Academic Concentrations:

<http://bschool.pepperdine.edu/programs/full-time-mba/2-year-mba/concentrations>

## Tuition & Fees

Exchange students are responsible to pay their home-university tuition. Through the exchange program, no tuition will be payable to Pepperdine University, however, students are responsible for non-tuition costs and fees payable to the Student Accounts Office. Payments can be made in cash, by wire transfer, by money order, or by e-check through a bank account in the United States.

Approximate Academic Costs for 2015-2016 School Year (costs in US Dollars and are subject to change)

Books and Supplies	\$1,000/trimester
Communication Workshop (room & board only)	\$1,000.00 (Mandatory for Double Degree only)
Malibu Graduate Business Society Activity Fee	\$40 per trimester (Mandatory for all students – funds for student clubs and student government)

Student Accounts: <http://community.pepperdine.edu/graziadio/studentaccounts/>

## Orientation

A mandatory Exchange Student Orientation will be held at the beginning of each trimester. The fall term orientation will be held on the Friday prior to the start of classes. Spring and Summer Orientations will be held on the first day of classes.

Fall Term Orientation: <http://community.pepperdine.edu/graziadio/fulltime/incoming>

## Health Insurance

All students must be covered by a health insurance plan that is valid in the United States. The minimum insurance coverage required is 50,000 USD. Exchange students are eligible for the student health insurance plan provided through Pepperdine University.

Health Insurance: <http://bschool.pepperdine.edu/programs/full-time-mba/internationalstudents/#health>

## Housing

Both on-campus and off-campus housing options are available for exchange students. Given the geography of the Los Angeles area and limited public transportation, on-campus housing is strongly recommended for exchange students. On-campus housing is limited, so it is recommended to start early to secure housing.

Housing: <http://services.pepperdine.edu/housing>

## Transportation

Exchange and Double Degree students will attend classes at Pepperdine University's main campus in Malibu, California. A free shuttle service is available on campus to access the areas of campus. Due to the location of the campus, public transportation is extremely limited and it is difficult to walk or bicycle to the surrounding community. It is recommended that students have a car. A secondary option available is to rent a car on campus.

<https://www.connectbyhertz.com/select.aspx>.

## Transcript of Grades

An official academic transcript reporting the courses completed at Pepperdine University and final grades earned will be issued to the student's home university eight to ten weeks after the conclusion of the trimester.

## Student Facilities

Exchange students will be issued a student identification number, a Pepperdine student identification card and an e-mail address after receipt of an official letter of acceptance from the university. Exchange students will have access to all on-campus educational, sports, and recreational facilities enjoyed by the regular students of Pepperdine University.

Athletics: <http://www.pepperdinesports.com>

Arts: <http://arts.pepperdine.edu>

Libraries: <http://library.pepperdine.edu>

Events & Forums: <http://bschool.pepperdine.edu/newsroom>

On-Campus Religious Services:

<http://www.pepperdine.edu/about/pepperdine/christiantradition/>

Graziadio Student Organizations:

<http://bschool.pepperdine.edu/experience/pepperdinelife/clubs/>

## Writing Center

The Graziadio School Writing Center assists student writers through learning-based writing consultations. The primary goals are to help students improve their abilities to think independently, to write critically, and to learn and implement techniques that will assist them in producing polished writing assignments. Our consultants provide strategies to help students improve their ability to revise their work independently. The Writing Center is located in the Lower Level Conference Room (LL 145) on the Drescher Campus.

### Contacts:

Antonia Leonid (daytime sessions): <https://antonialeonid.youcanbook.me/>

Phil Thompson (nighttime sessions): <http://philthompson.youcanbook.me/>

## More Information

Additional and more comprehensive information is available at:

Exchange Student Web Site: <http://bschool.pepperdine.edu/globalprograms/es>