



## **2015-2016 Catalog Addendum August 20, 2015**

### **Admissions Transcript Requirements – pages 26 and 27**

#### **4.0 Admission Application Process – page 26**

4.2.e Official transcripts from the last conferred degree, Bachelors or Masters.

#### **9.0 Transcripts – page 27**

- Applicants are required to submit official transcripts from the last conferred degree, Bachelors or Masters, both foreign and domestic. If courses were completed with pass/fail grades, the applicant should request that the Registration Office attach any narrative evaluations explaining the grading system requirements.
- In order to meet Phillips' prerequisite, the applicant might be required to provide additional transcripts.
- Phillips Graduate Institute Alumnus will not be asked to provide undergraduate transcripts. However, they will be required to submit any transcripts from any colleges/universities that they attended subsequent to their Phillips education.
- Transcripts from all previously attended institutions should be marked as "Official" and sent in a sealed envelope directly to the Admissions Office. The applicant must note any name changes on the application for admission to ensure that the transcript is appropriately matched with the application.
- Applicants are responsible for all fees associated with requesting transcripts and are responsible for ensuring that the transcripts are received by the Admissions Office.

### **Graduation Degree Conferral – page 58**

#### **3.0 Requirements to Participate in Commencement Ceremony**

To participate in the Commencement Ceremony, students must complete the following requirements:

##### **3.1 Doctoral Students**

- Must have the signature of chair confirming that the final demonstration meeting will occur before the end of the semester and that the doctoral project will be ready for binding prior to the end of the conferring month (May).

- Must be reasonably certain that the student will complete all field placement and practicum requirements prior to the end of the 2015-2016 Summer semester.
- Must complete all other program and course requirements.

## **Organizational Management and Consulting – pages 111 and 114**

### **OC935 – Research Basics/Portfolio Prep**

OC 935 Research Basics/Portfolio Prep (4 units) – Students are presented with the foundations and applications of qualitative and quantitative research design along with a basic understanding of the portfolio capstone project. Course content covers developing research questions, conducting critical reviews of published scholarly and business research, data collection and analysis, and interpretation of results. Students receive an understanding of case study design as a preparation for their portfolio project. The course offers students to develop skills in APA style writing, reflection activities beginning with their introduction to the portfolio. Team building activities and discussions are also integrated into the learning experience.