

The School of Graduate & Professional Studies

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Graduate School Application

2008-09

GENERAL ADMISSION INFORMATION

To be eligible for admission to the university as a graduate student, applicants must hold a bachelor's degree from an accredited college or university and present a record of prior academic performance that indicates potential for success in graduate level studies. Additionally, a minimum GPA of 3.0 (full admission) or 2.99-2.75 (conditional admission) for the last 60 hours of the academic (undergraduate/graduate) record is required of all entering graduate students.

APPLICATION DEADLINES*

The Graduate School accepts applications on a continuous basis for most graduate programs; students interested in obtaining admission to a specific term should complete the admission process by these deadlines: Fall Term - March 15th **Counseling** is March 1st/ Spring Term - October 15th (one month earlier for international applicants.) The Counseling, Occupational Therapy and the Social Work programs only accept applications for the fall term.

*Please note that prospective students may apply to only one graduate program at a time. Submission of additional applications made while the first application is pending will cause a disruption in the processing of your admission.

APPLICATION FEE

There is a \$25 non-refundable application-processing fee (\$30 for international students) due at the time of application. This fee is only valid for the term applied.

EARLY ADMISSION OF UNDERGRADUATES

CSU undergraduates in their last term of enrollment may apply and be considered for early admission. Applicants who do not subsequently receive the bachelor's degree will have their admission rescinded and any graduate credit earned will be lost.

INTERNATIONAL STUDENT INFORMATION

Additional forms are required for international applicants. If not included, please request an International Student Supplemental Packet. The packet should contain the following forms: 1) Financial Statement Form; 2) Certificate of Sponsorship; and 3) Personal Information Sheet. Credentials in a language other than English must be accompanied by a certified translation from a nationally known credential translator. Applicants whose official language is not English are required to submit a recent official TOEFL Score Report. A minimum score of 550 (written test) or 213 (computer test) is acceptable. The TOEFL is not required from applicants with 48 credits or more from an accredited U.S. college or university.

TRANSCRIPTS

Applicants must submit official transcripts from **all** institutions attended except for Chicago State. Transcripts must arrive sealed, display degree earned, completion date, and program completed, and bear the signature of the school's registrar. *Applicants to the following programs must submit 2 official copies of all transcripts: School Counseling, General Administration, Special Education, Reading, and Library Science.*

TRANSFER CREDIT

A maximum of 9 hours from a regionally accredited institution of higher education may be accepted toward a master's degree (6 hours for a certificate program) at CSU. The request for transfer credit approval must be made by the applicant during the admission process.

FINANCIAL ASSISTANCE

Interested students should contact the department supervising the graduate program for information about graduate assistantships. A student who wishes to apply for a student loan or any form of student aid must complete the Free Application for Federal Student Aid (FAFSA). Conditionally admitted students do not qualify for any financial assistance.

IMMUNIZATION

Individuals born after January 1, 1957 are required to show proof of immunity from certain diseases. Contact the CSU Wellness Center by calling 773/995-2010 for more information.

RESIDENCY

To be considered a resident, an adult student must have been a bona fide resident of Illinois for a period of at least 6 consecutive months immediately preceding the beginning of the term of enrollment.

ADDITIONAL REQUIREMENTS BY PROGRAM

Several graduate programs require the applicant to submit additional credentials for admission consideration. It is the applicant's responsibility to ensure that the appropriate documents are submitted by the published deadline. Applicants should contact the department about any new requirements not listed on this application at the time of printing.

Bilingual Education	Letter of recommendation on the school's letterhead from the school principal indicating length of employment.
Creative Writing	1) Three letters of recommendation from individuals familiar with applicant's writing ability; 2) GRE general test scores; 3) a double-spaced, typed, personal essay of no more than 5 pages describing the nature of their writing and the writing process 4) a portfolio of creative work: for poets, 20 pages of poetry; for fiction and creative non-fiction writers, 40 pages of prose. Call 773/995-3841.
Criminal Justice	1) An undergraduate social science paper and 2) schedule an appointment to write a substantial, original essay on their CJ practice, research interest and plans Call 773/995-2108 3) GRE general test scores. Call 609/683-2002.
Counseling (all programs)	Two letters of recommendation on the CSU prescribed form. For the School Track concentration and the Post Masters certification in Counseling a passing score on the Illinois basic skills test is required upon application. www.icts.nesinc.com (for information on testing dates)
Early Childhood Education	Three letters of recommendation from people who are familiar in a professional and/or academic capacity.
English	1) Submit a graded English paper. Call 773/995-2189 for more information.
General Administration	1) Two letters of recommendation submitted directly from school administrators on prescribed form. 2) Written verification indicating minimum of two years of certified teaching. (Suburban/private districts' verification prepared on letterhead sent directly from the school's administrator with school's official seal.) CPS teachers must obtain their verification from the "boards' records clerk.
Health Information Administration	1) Three letters of recommendation on the prescribed forms; 2) a resume of education, work and volunteer experience; and 3) a typed, double-spaced essay indicating reason for applying to the program and if admitted, how the education will further student's career goals. Schedule a personal interview with the department/faculty before admission by calling 773/995-2593. Once admitted, please submit proof of a recent physical examination.
Higher Education Administration	Two letters of recommendation on the CSU prescribed form; and 2) verification of 2 year of experience in the education field from a supervisor.
Instructional Foundations	Two letters of recommendation (all options) on the CSU prescribed form.
Occupational Therapy	Support documents should be submitted directly to the Occupational Therapy office, Douglas Hall, room 132: 1) two letters of recommendation on the prescribed form: one from an upper division instructor and one from an employer or community service supervisor; 2) proof of 40 hours of volunteer experience, work or community service on the prescribed form; 3) a typed essay indicating reasons for choosing OT as a career and contact and/or exposure to the field of OT. Applicants must schedule a preadmission interview with the department, call 773/995-2366.
Physical Education	Three letters of recommendation are needed for this program. Only one can be from a personal reference and two from professional references.
Social Work	1) 2-3 page typed double-spaced essay; 2) three recommendation letters on the CSU prescribed forms; 3) resume of your education, work and volunteer experience. 4) completion of the MSW supplemental packet. 5) A passing score on the Illinois basic skills test and a Masters in Social Work is required at the time of application for the post masters/certification only program. www.icts.nesinc.com (for information on testing dates)
Post-masters <i>Certification Only</i> programs	Have appropriate earned master's or higher at time of application. General Administration, and School Counseling from a recognized teacher education institution. Must have taken and passed basic skills test.

GRADUATE ADVISOR CONTACT INFORMATION

COLLEGE OF ARTS & SCIENCES		PROGRAM	CONCENTRATION			
PROGRAM NAME	DEGREE	CODE	CODE	ADVISORS	773 +	BLDG/ROOM
Biological Sciences, Applied	MS	BIOA		Dr. Erhart	995-2432	SCI/282
Biological Sciences, Microbial/Molecular	MS	BIOM		Dr. Erhart	995-2432	SCI/282
Biological Sciences, Environmental	MS	BIOE		Dr. Erhart	995-2432	SCI/282
Computer Science	MS	CPTR		Dr. Vidal	995-2023	HWH/224
Counseling						
School Counseling * #	MA	SCNL	EA82	Dr. Bicknell-Hentges	995-2359	HWH/311
Community Counseling	MA	CNLC	AG81	Dr. Bicknell-Hentges	995-2359	HWH/311
Post-masters/certification only * # %	Teacher Certification	TCCO	EP82	Dr. Bicknell-Hentges	995-2359	HWH/311
Endorsement in School Counseling	Certificate	CNLS		Dr. Bicknell-Hentges	995-2359	HWH/311
Creative Writing	MFA	CRWT		Dr. K. Ellis	995-3841	DHI/210
Criminal Justice	MS	CJ		Dr. Thomson	995-2108	HWH/329
English	MA	ENG		Dr. Bryant	995-2203	SCI/320
Geography	MA	GEO		Dr. Mulugeta	995-2362	SCI/253
Geographic Information Systems	Graduate Certificate	GIS		Dr. Mulugeta	995-2362	SCI/253
Community Development	Graduate Certificate	CEDEV		Dr. Mulugeta	995-2362	SCI/253
History	MA	HIST		Dr. Kucera	995-2205	SCI/276
Mathematics	MS	MATH		Dr. Getachew	995-2124	HWH/223
Social Work +	MSW	SWK		Dr. Rasheed	995-2207	SCI/315
Post-Masters/certification only * # %	Teacher Certification	TCSW		Dr. Rasheed	995-2207	SCI/315
COLLEGE OF EDUCATION		PROGRAM	CONCENTRATION			
PROGRAM NAME	DEGREE	CODE	CODE	ADVISORS	773 +	BLDG/ROOM
Bilingual Education						
for experienced teachers @	MSED	BILE	EG90	Dr. Valenciano	995-3932	ED/312
for initial certification # ?	MSED	BILE	EM33	Teacher Certification	995-2519	ED/208
Early Childhood Education						
Curriculum & Instruction @	MSED	CIEC	EG92	Dr. Steinhaus	995-2346	ED/321
Curriculum & Instruction * #	MSED	CIEC	EG93	Dr. Steinhaus	995-2346	ED/321
for initial certification # ?	MAT	ECH	EM32	Teacher Certification	995-2519	ED/208
Elementary Education for initial certification # ?	MAT	ELED	EM31	Teacher Certification	995-2519	ED/208
General Administration (Type 75) #	MA	EDLG	EA72	Dr. Salazar	995-2086	ED/319
Post-masters/certification only * # %	Teacher Certification	TCGA	EP72	Dr. Salazar	995-2086	ED/319
Higher Education Administration @	MA	EDLH	EG73	Dr. Salazar	995-2086	ED/319
Instructional Foundations						
in Elementary Education @	MSED	CIIF	EG94	Dr. Salazar	995-2086	ED/319
in Secondary Education @	MSED	CIIF	EG95	Dr. Salazar	995-2086	ED/319
in Adult Education @	MSED	CIIF	EG97	Dr. Salazar	995-2086	ED/319
in Educational Technology	MSED	CIIF	EG98	Dr. Salazar	995-2086	ED/319
in Foundations of Education	MSED	CIIF	EG99	Dr. Salazar	995-2086	ED/319
in Instr Lead – National Board Cert *	MSED	CIIF	EG88	Dr. Salazar	995-2086	ED/319
National Board Certificate of Completion	Graduate Certificate	CILC		Dr. Salazar	995-2086	ED/319
Library Science						
School Library for certified teachers * #	MS	LIB	EA83	Dr. Gomez	995-2071	ED/235
School Library for initial certification # ?	MS	LIB	EM83	Teacher Certification	995-2519	ED/208
Public/Academic/Special Libraries for certified teachers or non-certified applicants @	MS	LIB	EG83	Dr. Gomez	995-2071	ED/235
Post-masters/certification only # ? %	Teacher Certification		EP83	Teacher Certification	995-2519	ED/208
Physical Education @	MSED	PE	EG56	Dr. Reed	995-3646	JDC/216
Reading, Teaching of * #	MSED	READ	EA88	Dr. Buteau	995-2089	ED/318
Secondary Education for initial certification # ?	MAT	SECD		Teacher Certification	995-2519	ED/319
Special Education						
Learning Behavior Specialist I for certified teachers * #	MSED	SPED	EA98	Dr. Busch	995-2390	ED/321
for initial certification # ?	MSED	SPED	EM98	Teacher Certification	995-2519	ED/208
Technology and Education @	MSED	TEDU	EG86	Dr. E. Osika	995-3749	ED/203
COLLEGE OF HEALTH SCIENCES		PROGRAM	CONCENTRATION			
PROGRAM NAME	DEGREE	CODE	CODE	ADVISORS	773 +	BLDG/ROOM
Health Information Administration	Graduate Certificate	HIA		Dr. Stewart	995-2593	BHS 424
Occupational Therapy	MOT	OT		Prof. Roundtree	995-2366	LIB 132

* Program requires the Illinois Initial or Standard Teacher Certificate at time of application.
Program leads to certification.
@ Program does not lead to certification.
+ Program does not generally grant conditional admission; reviewed on case-by-case basis.
? Program requires admission to College of Education prior to degree candidacy. Call 773/995-2519.
% Post-masters/Certification only programs require appropriate earned master's degree (or higher) at

Attachments to Application/Supplemental Information

Educational Goals: - Please attach a double-spaced, typed statement describing your career progression and the factors that influenced your decision to apply to graduate school. Your discussion should also include any professional goals, academic and research interests and how a degree from Chicago State University will assist you in the attainment of these goals. You may attach any other information you would like the admissions committee to consider while reviewing your application.

Résumé: Please attach a copy of your vita/resume listing scholarships/fellowships, awards and detailed history of employment.

Illinois Initial or Standard Teaching Certificate: Type: _____/No.: _____

A passing score of the Illinois basic skills exam is a requirement for admissions for the School Counseling (including Type 73), General Administration, Special Education, Social Work Type 73, and Library Science (concentrations EA83, and EA84).

Transfer Credit: If you have transfer credit that you wish to have applied to a CSU graduate program, indicate below. (Final approval is subject to the intended academic department.)

COURSE(S) TITLE	COURSE #	CREDITS	LEVEL	INSTITUTION EARNED	GRADE	TERM/YR

*Transfer credit may be applied to a degree or certificate program providing that courses meet the following criteria: 1) be graduate level courses (MSW: advanced standing or HIA: preprofessional); 2) be comparable to those taught at CSU; 3) be taken within the degree completion time limit; 4) not have been used for a prior graduate degree, and 5) be issued a grade of B or better. No more than 9 hours of non-CSU work may be accepted.

References

Select programs require letters of recommendation. Please list the names of the individuals submitting a recommendation on your behalf.

Applicant's Signature

The Graduate School interprets submission of this application as knowledge and understanding of the guidelines and procedures described herein. I certify that all of the answers I have given on this application are accurate to the best of my knowledge. I understand that withholding the required information requested on this application will make me ineligible for admission. I also understand that unless my admission application is completed in its entirety, all remaining documents will be discarded after one year. Documents are not returned to the student.

If applying to a program administered by the College of Health Sciences, I give my consent to CSU to contact my references for recommendations. With full understanding of the confidential nature of each recommendation, I hereby waive my right, present, or future, which I might have to review these confidential recommendations.

Signature (Your application will not be processed without a signature.)

Date

A Few More Words about Transcripts

It is the student's responsibility to ensure that all requested transcripts are received by the published application deadline. Previously submitted transcripts to the undergraduate or graduate school at CSU cannot be reused with new applications.