

Admissions

UNDERGRADUATE ADMISSION

Chicago State University admits students on the basis of individual merit and without regard to race, color, national origin, creed, sex, or physical handicap. For information regarding graduate admission requirements and graduate course listings, see the Graduate Catalog or call the Office of Graduate and Professional Studies at 773/995-2404, or visit the office in Room 338, Douglas Library.

APPLYING FOR ADMISSION

Undergraduate admission applications may be obtained from high school and community college counselors any time throughout the school year, by writing to the Office of Admissions, Chicago State University, 9501 S. King Drive, Chicago, Illinois 60628, or through the website (www.csu.edu). Students who wish to visit the campus or to speak with one of the university admissions counselors may call 773/995-2513 for an appointment, or come to the Admissions Office, Cook Administration Building, room 200.

Completed admission applications should be returned to the Admissions Office by July 15 for fall admission or by November 15 for spring admission.

Any applicant who knowingly withholds information or gives false information on an application for admission or readmission may become ineligible for admission to the university or may be subject to disciplinary action.

Regular Undergraduate Student Admission Requirements

Regular students are those seeking degrees at Chicago State University.

The following admission criteria will be applied to freshmen who seek admission for the Fall 2004 semester:

- Minimum ACT composite score of 17 and a minimum grade point average of 2.0 (C average), and for students with the GED, a minimum score of 225.
- Minimum high school subject/unit requirements for Fall 2004 are as follows: four English units emphasizing written and oral communications and literature; three math units of introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming; three social science units emphasizing history or government; three science units of laboratory sciences; two elective units of foreign language, music, vocational education or art (suggested electives; other academic coursework may be acceptable).

Freshmen Applicants

High school graduates should submit the following:

- Completed and signed undergraduate admission application;
- An official high school transcript signed and bearing the school seal, class rank, class size, and date of graduation (if available);
- Official ACT or SAT scores; and
- Application fee.

Freshmen may be considered for admission any time following their sixth semester in high school.

GED Applicants

Eligible GED applicants should submit the following:

- Completed and signed undergraduate admission application;
- Official GED test results;
- Official ACT or SAT scores; and
- Application fee.

Note: Students who did not request results of the ACT or SAT examinations to be sent to CSU (code 0992) may request supplemental score reports by contacting ACT (www.act.org, 319/337-1313) or the Educational Testing Service for SAT (www.collegeboard.org, 609/771-7600).

Home-Schooled Applicants

To evaluate the educational competency of the home-schooled applicant, the student is expected to meet a minimum ACT composite score of 17. The university will accept official transcripts from home-schooling guilds or associations, or transcripts and grades provided by the student and parent(s) at face-value with sufficient evidence that the applicant is indeed home-schooled. Home-schooled students, upon admission, must take the university placement examinations in English, mathematics, and reading prior to matriculation at the university.

Provisional Admission

According to Public Act 89-0954, students who do not meet the 15 subject unit requirement, but show evidence of future academic growth and performance may be admitted provisionally. Provisionally admitted students may make up course deficiencies by:

1. Demonstrating proficiency through the English, mathematics, reading, science and/or social science university qualifying examinations; or
2. Completing the appropriate coursework in English composition, reading, and mathematics; or
3. Completing the appropriate general studies courses designed to fulfill course deficiencies in social studies and science (see additional information under Academic Skills).

Requirements for Provisional Students

Provisionally admitted students must take the appropriate university qualifying examinations in English, mathematics, and reading prior to registering for their first semester of courses. Provisionally admitted students must take CSU 090, University Studies during the first semester of their enrollment at the university.

Provisionally admitted students are directed to meet with their academic advisors and academic support counselors at least one week prior to each registration.

Upon admission to the university, provisional students must report immediately to the Office of Academic Support, which is responsible for monitoring their academic performance, and participate in the activities designed to meet their individual needs.

Students admitted provisionally must show evidence that they have eliminated these deficiencies prior to completion of the first 30 semester hours at the university. Students who do not meet these requirements will not be permitted to register for classes other than those courses removing the deficiencies.

Transfer Students/Second Degree Applicants

Transfer and second degree applicants should submit the following:

1. Completed and signed undergraduate admission application;
2. Application fee;
3. Official transcript(s) from each college or university attended.
4. Applicants with less than 24 semester hours or 36 quarter hours of earned college level coursework must also submit the following:
 - a. an official high school transcript indicating date of graduation or a GED score report.
 - b. official ACT or SAT scores.

Transfer and second degree applicants must have a cumulative grade point average of C (2.0 on 4.0 scale) or better in all prior college coursework.

Advanced placement credit from any accredited college or university, which is listed on the official transcript of the institution will be accepted for advanced credit at Chicago State University. Original advanced placement credit documentation is not required.

Students who hold a bachelor's degree from another institution and who wish to pursue a second degree in Business Administration can do so if their first business degree is in a specifically designated area such as accounting, finance, marketing, management, etc. Example: Bachelor of Science in Finance.

International Applicants (non-U.S. Citizens)

In general, international students must meet the same academic standards for admission as those required of native students. All applicants must provide evidence of their former academic work, English proficiency, and adequate financial resources. Contact the Office of Admissions for further information.

International students must submit the following:

- Original or true copies of all secondary and post secondary educational records. (All documents in languages other than English must be accompanied by a certified translation from a nationally known credentials translator.) Contact the Office of Admission for further information.
- Official TOEFL scores. (Not required if applicant completed 24 semester credit hours, from an accredited U.S. college or university.)
- Evidence of financial support for the duration of the time required to reach planned academic objectives.
- Certification of sponsorship supported by sponsor's bank and/or employment letter.
- Photocopy of I-94 form with the application for admission (if in the U.S. on a visa).
- Completed application for admission and preliminary data form.
- Application fee.
- Deadline dates: Fall semester, May 1; Spring semester, September 1; Summer Semester, February 1. Applications received after the deadline will be processed for the following semester.

NOTE: An I-20 will not be issued until all required documents have been received and the applicant has been formally admitted to the university.

Readmit Applicants

Former undergraduate students of CSU who were in good academic standing at the time of withdrawal and who wish to reenter after an absence of two or more years must submit the following to the Registrar's Office, Cook Administration Building, Room 128, 773/995-2522.

- Completed and signed application for readmission.
- Official transcripts from all colleges and/or universities attended during absence from CSU.
- Deadline dates: Fall Semester, July 15; Spring Semester, November 15; Summer Session, May 1.
- Applications received after the deadline date will be processed for the following semester.

NOTE: Applicants will be readmitted to the program in which they were previously enrolled. To change degree programs students must contact the department in which the student was last enrolled.

Reinstatement of Students Dismissed for Poor Scholarship

Students who have been dismissed may petition for reinstatement to the university after one or more terms. The student must present the request for reinstatement in the form of a written petition addressed to the Committee on Reinstatement in the Office of Admissions. All petitions must be filed prior to the published deadline for accepting applications for admission for the term the student is seeking to enter.

A petition for reinstatement must contain documented evidence that the student now has the ability and desire to complete successfully a program of study at the university. The petition must provide sound and logical reasons for believing that the student is now capable of improving his or her previous academic record at the university if reinstated. A transcript of all college work taken since leaving the university must accompany the petition.

Students will be notified by letter of the disposition of their petition for reinstatement.

NOTE: All documents must be received before any action can be taken on the petition.

Undergraduate-at-Large Admission Requirements

Undergraduates-at-large are those individuals who are not seeking a degree at Chicago State University. Undergraduate students may attend the university as at-large students in either of the following categories:

- Individuals who attend or attended a regionally accredited college or university and who can demonstrate good academic standing at the last institution attended; or
- Individuals who wish to enroll as part of a special program or a cooperative agreement between the university and another institution.

Undergraduate-at-large applicants should submit the following:

- Completed and signed undergraduate-at-large application for admissions;
- Application fee; and
- Verification of good academic standing (2.0 on a 4.0 scale) at the last college/university attended (official or unofficial transcript, last grade statement showing cumulative g.p.a. or letter from the registrar or dean of the college). Students may complete up to 30 semester hours as a undergraduate-at-large.

NOTE: Undergraduate-at-large students are not eligible for financial aid, and will not receive an evaluation of previous college credit.

High School Student-at-Large Admission

High-achieving high school juniors and seniors have the opportunity to earn college credits. Students may register and attend classes at the university, or courses may be taught at the local high school. Participating students may register for one lower-division course per semester or summer term. In order to be admitted to the university, students must have a cumulative grade point average of 3.5 on a four-point scale, consent of the high school counselor, and the approval of the university.

THE UNIVERSITY COLLEGE

The University College (UC) provides access to Chicago State University for entering freshmen who have special academic needs. The student population comprises students who:

- have an ACT score of 15 or 16 with a g.p.a. of 2.0/4.0 or above,
- have an ACT score of 14 with a g.p.a. of 3.5/4.0 or above,
- or have an ACT score of 18+ with a g.p.a. of below 2.0/4.0.

To serve students to the best of our ability, UC faculty and staff create supportive curricula and programs to enhance the acquisition of knowledge and skills essential to successful academic performance in the larger university. The UC entails an approximate two-semester commitment with a combination of basic skills and general education course work applicable to all student majors. High school transcript evaluation and university placement examinations determine course placement.

MEDICAL REPORT

Prior to registration, students who wish to reside in the residence hall, athletes, international students, and students in specialized programs requiring practicum experiences (e.g. health science and education majors), must submit completed medical reports, signed by a primary care provider. The medical examination forms are available in the Wellness/Health Center in the Cook Administration Building, room 131.

IMMUNIZATION

Illinois Public Health Act 85-1315 specifies that any student registered for six hours or more and born on or after January 1, 1957 who is either a first time freshman, a transfer student, or a student reentering the university after an absence of more than one semester will be required to show proof of immunity to measles, mumps, rubella, diphtheria, and tetanus.

Evidence of immunity from these diseases is required for United States nationals. A registered health care provider must verify documentation of immunization and testing. A high school health record with proof of immunizations, if properly noted and certified, is acceptable documentation for residents of Illinois. Individuals who are not properly immunized will not be allowed to register. Proof of proper immunization must be on file prior to registration.

Evidence of tuberculin testing is required for all international and residence hall students, as well as students in programs which require proof of immunizations (e.g., health programs and education).

Students who need to obtain immunizations or information regarding immunizations may contact the Wellness/Health Center or one of the city of Chicago public health clinics. Students residing outside of the city of Chicago should contact the Public Health Clinic for their township or county.

Students who wish to document that they have met the immunization requirements must complete the Certificate of Immunity form and send it to: Wellness/Health Center, Chicago State University, 9501 King Drive, ADM 131, Chicago, IL 60628. For more information call 773/995-2010.

Other Vaccines Strongly Recommended

- Meningococcal Vaccine – Meningococcal bacteria are transmitted through air droplets and direct contact with persons already infected with the disease. One dose is recommended at entry into college for students who wish to reduce their risk of meningococcal disease. Meningitis is a potentially life-threatening bacterial infection.
- Hepatitis B series or documented proof of immunity.
- Varicella vaccine or documented proof of immunity.

INSURANCE

The basic student health plan for accident and sickness is mandatory for undergraduate and graduate students who enroll for 12 credit hours or more (See Financial Information, Student Health Insurance, for more information).

ACADEMIC ADVISEMENT

Upon admission to the university, students will be assigned academic advisors in their major fields of study. In most academic departments or programs, the advisors are regular faculty members. Students should contact their major departments or program offices to ascertain the names of available advisors as soon as possible after admission. Students must meet with their academic advisors at least once each term for advisement prior to registration. Students will not be permitted to register if their course schedule request forms have not been signed by their advisors. In addition to registration advisement, academic advisors help students clarify career goals, keep records of progress toward graduation, and serve as resources for information about programs relevant to the major and to students' personal growth.

EVALUATION OF CREDIT

After admission, students with previous college credit will receive an evaluation of credits in the major. The University accepts all credit from regionally accredited institutions for college-level classes that are baccalaureate-oriented. Transfer courses will be evaluated on an individual basis to determine how credit meets Chicago State University's graduation requirements and the requirements of the respective college, department, and program option. Academic advisors in each major field can explain the content of this evaluation during the student's regular visit for advisement.

Chicago State University will award college credit to adult learners enrolled in non-traditional studies programs based on the ACE Credit Recommendation's National Guide to Educational Credit for Training Programs. This credit is subject to the general policies governing transfer credits and departmental policies. Students offering ACE approved credits enrolled in traditional programs will also be considered on an individual basis following departmental and university guidelines and policies governing acceptance of transfer credits.

Community college students who plan to transfer to Chicago State University can find course equivalency information at www.csu.edu/provost/transfers.htm.

Students who need a credit evaluation because of a change of major or transfer of additional hours must make an appointment with a staff member in the Office of Academic Evaluation and Advisement in room 128, Cook Administration Building. It is strongly recommended that all students make an appointment for evaluation upon completion of 90 credit hours. Each student is responsible for keeping an accurate personal record of progress toward graduation.

Illinois Articulation Initiative

Chicago State University is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the transferable General Education Core Curriculum, or completion of the A.A. or A.S. degree, at any participating college or university in Illinois assures transferring students that University general education requirements for the bachelor's degree have been satisfied. Chicago State University may, however, require admitted transfer students to complete College-specific or program-specific graduation requirements which are beyond the scope of IAI.

Students who transfer to Chicago State University before completing the A.A., A.S., or the IAI core must complete the university-wide general education requirements and the college-specific general education requirements.

The Illinois Articulation Initiative also includes recommended freshman and sophomore-level courses for specific majors. Major courses are identified for disciplines in art, biology, business, chemistry, computer science, criminal justice, early childhood education, elementary education, English, history, mathematics, music, nursing, political science, psychology, secondary education, sociology, and speech. Always consult with an academic advisor when planning to transfer and read about the Illinois Articulation Initiative at www.itransfer.org.

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