

Chicago State University



Admissions Application

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The School of Graduate and Professional Studies

2013-14

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 2.75 (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 degree program, and all of 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 \$30 non-refundable application-processing fee (\$100 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 Applicants who do not subsequently receive the bachelor's degree will have their admission rescinded and any graduate credit earned will be lost.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 one of the following nationally known credential translators (Educational Credentials Evaluators, www.ece.org, World Education Services, INC, www.wes.org). Applicants whose official language is not English are required to submit a recent official TOEFL Score Report. A minimum score of 550 (written test), 213 (computer test) and 69 (internet based 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 CSU. 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 (certification concentration only).*

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).

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

All programs require a resume and a personal statement. 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. Passing score on the Illinois Basic Skills test.
Elementary Education	Two letters of recommendation from people who are familiar in a professional and/or academic capacity.
English	1) Submit a graded English paper. 2) GRE scores.
General Administration	1) Have three (3) years of teaching in a public school or nonpublic school recognized by the State Board of Education under a valid and current Illinois professional educator license endorsed in a teaching field (i.e., early childhood, elementary, secondary, special K-12, or special preschool-age 21); 2) have passed the Illinois Basic Skills or Test of Academic Proficiency; 3) submit two (2) letters of recommendations from direct supervisors; and 4) submit an electronic portfolio highlighting their accomplishments as teachers
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.
History	Writing sample of 12-15 pages of an undergraduate essay or a paper of professional-level competency.
Instructional Foundations	Two letters of recommendation (all options) on the CSU prescribed form.
Nursing	Applicant must hold a bachelor's degree in nursing (BSN), provide proof of license as a registered nurse in the State of Illinois, maximum 2 page goal statement, 3 letters of professional recommendation on the prescribed form, and an interview with the Department of Nursing Admission Committee.
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.
Public Health Admin	Three letters of recommendation on the prescribed form. Combined GRE test score of 1,000(if taken prior to 07/31/11), 290(if taken 8/1/11 to present).
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)

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, Chemical	MS	BIOC		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/327
Counseling						
School Counseling * #	MA	SCNL	EA82	Dr. Witherspoon	995-2359	HWH/311
Clinical Mental Health Counseling	MA	CNMH		Dr. Witherspoon	995-2359	HWH/311
Post-masters/certification only * # %	Teacher Certification	TCCO	EP82	Dr. Witherspoon	995-2359	HWH/311
Alcohol & Other Drugs of Abuse	Certificate	AODA		Dr. Nazon	995-2394	HWH/328
Spirituality in Psychology	Certificate	SPIR		Dr. Dunn	995-2394	HWH/328
Endorsement in School Counseling	Certificate	CNLS		Dr. Witherspoon	995-2359	HWH/311
Creative Writing	MFA	CRWT		Dr. K. Ellis	995-3841	DH/208A
Criminal Justice	MS	CJ		Dr. Salahuddin	995-2108	HWH/329
English	MA	ENG		Dr. Aghahowa	995-2189	SCI/284
Geography	MA	GEO		Dr. Block	995-2310	SCI/321
Geographic Information Systems	Graduate Certificate	GIS		Dr. Block	995-2310	SCI/321
Community Development	Graduate Certificate	CEDV		Dr. Block	995-2310	SCI/321
History	MA	HIST		Dr. Kuzdale	995-2252	SCI/273
Mathematics	MS	MATH		Dr. Getachew	995-2124	HWH/223
Computer Security	Graduate Certificate	CPTS		Dr. Getachew	995-2124	HWH/223
Social Work +	MSW	SWK		Dr. Rasheed	995-2207	SCI/116A
Post-Masters/certification only * # %	Teacher Certification	TCSW		Dr. Rasheed	995-2207	SCI/116A
COLLEGE OF EDUCATION		PROGRAM	CONCENTRATION			
PROGRAM NAME	DEGREE	CODE	CODE	ADVISORS	773 +	BLDG/ROOM
Bilingual Education						
for experienced teachers @	MSED	BILE	EG90	Danielle Barefield	995-3932	ED/321
for initial certification # ?	MSED	BILE	EM33	Collage Warner	995-2114	ED/321
Early Childhood Education						
Curriculum & Instruction % @	MSED	CIEC	EG92	Danielle Barefield	995-2391	ED/321
Curriculum & Instruction * # %	MSED	CIEC	EG93	Danielle Barefield	995-2391	ED/321
for initial certification # % ?	MAT	ECH	EM32	Collage Warner	995-2114	ED/325
Elementary Education for initial certification # ?	MAT	ELED	EM31	Debra Bell-Griffin	995-3688	ED/210
Educational Leadership/Principal Prep # *	MA	EDLG	EA72	Ms. Hillman	995-2086	ED/319
Principal Endorsement only * # %	Teacher Certification	TCGA	EP72	Ms. Hillman	995-2086	ED/319
Higher Education Administration @	MA	EDLH	EG73	Ms. Hillman	995-2086	ED/319
Instructional Foundations						
in Elementary Education @	MSED	CIIF	EG94	Ms. Hillman	995-2086	ED/233
in Secondary Education @	MSED	CIIF	EG95	Ms. Hillman	995-2086	ED/233
in Adult Education @	MSED	CIIF	EG97	Ms. Hillman	995-2086	ED/233
in Educational Technology @	MSED	CIIF	EG98	Ms. Hillman	995-2086	ED/233
in Foundations of Education @	MSED	CIIF	EG99	Ms. Hillman	995-2086	ED/233
in Instr Lead – National Board Cert * #	MSED	CIIF	EG88	Ms. Hillman	995-2086	ED/233
Library Science						
School Library for certified teachers * # %	MS	LIB	EA83	Dr. Gomez	995-2598	ED/234
School Library for initial certification # ? %	MS	LIB	EM83	Teacher Certification	995-2519	ED/203
Public/Academic/Special Libraries for certified teachers or non-certified applicants @	MS	LIB	EG83	Dr. Gomez	995-2598	ED/234
Corporate Safety Management	Graduate Certificate	CSM		Dr. M. Ayyash	821-2441	ED/208D
Telecommunications Management	Post-Bac			Dr. M. Ayyash	821-2441	ED/208D
Urban Informatics and Learning	Post-Bac			Dr. Agada	995-2598	ED/208
Post-masters/certification only # ? %	Teacher Certification		EP83	Teacher Certification	995-2519	ED/208
Physical Education @	MSED	PE	EG56	Dr. Reed	995-3646	JDC/216
Therapeutic Recreation	Certificate	TREC		Dr. McNicholas	995-2294	JDC/219
Reading, Teaching of * #	MSED	READ	EA88	Dr. Wolf	995-2086	ED/319
Secondary Education for initial certification # ?	MAT	SECD		Melissa Baker	821-2455	ED/201A
Special Education						
Learning Behavior Specialist I						
for certified teachers * # %	MSED	SPED	EA98	Ms. Hillman	995-2086	ED/319
for initial certification # ? %	MSED	SPED	EM98	Ms. Belisle	995-2519	ED/203
Technology and Education @	MSED	TEDU	EG86	Dr. M. Ayyash	821-2441	ED/208D
COLLEGE OF HEALTH SCIENCES		PROGRAM	CONCENTRATION			
PROGRAM NAME	DEGREE	CODE	CODE	ADVISORS	773 +	BLDG/ROOM
Health Information Administration	Graduate Certificate	HIA		Dr. Price	995-2552	BHS 424
Nursing	MSN	MNRS		Monique Germain	995-3992	BHS 200A
Occupational Therapy	MOT	OT		Dr. Roundtree	995-2366	DH 132
Public Health	MPH	PUBH		Dr. Britt	821-2201	DH 120

* Program requires the Illinois Initial or Standard Teacher Certificate at time of application and a passing score on the IL Basic Skills Test.
 % Program requires a passing score on the IL Basic Skills Test at the 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 time of application.

The School of Graduate & Professional Studies
Chicago State University

Graduate School Use Only:

Date Received _____

Payment /Check# _____

APPLICATION FOR GRADUATE ADMISSION

Personal Data

Social Security Number: ____/____/____

Title: ☐ Ms. ☐ Miss ☐ Mrs. ☐ Mr.

Last Name _____ First Name _____ MI _____ Maiden (if applicable) _____

Permanent Address: Number and Street _____ Apt (if applicable) _____

City _____ State* _____ Zip Code _____

County _____ Country/Nation _____

Area Code/Phone Number (day) _____ Area Code/Phone Number (eve) _____ Email Address _____

* Have you lived in Illinois for the last 6 months? ☐ Yes ☐ No

Enrollment Information

- Term applying: ☐ Fall term ☐ Spring term ☐ Summer session Year _____
- Program Applying: _____ Concentration: _____
- Intended Enrollment Status: ☐ Full-Time ☐ Part-Time
- Have you completed the bachelor's degree? _____ When will/did you complete it? _____
- Have you previously attended CSU? _____ Term of last enrollment _____
- Have you applied/been admitted to another graduate program at CSU? _____

Background Data

Ethnic and Racial Identification for U.S Citizens & Permanent Residents only (optional)

Your response to the Ethnic and Racial questions are optional and will not affect the admission decision; it is requested so that we may demonstrate to federal and state agencies that this institution is in compliance with appropriate regulations.

First, identify whether or not your ethnicity is Hispanic or Latino, regardless of race. Second, select one or more races from the five racial groups.

Ethnic Identification ☐ Hispanic or Latino
☐ Not Hispanic or Latino

Marital Status ☐ Single
☐ Married

Racial Identification ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Pacific Islander
☐ White
☐ Other

Gender ☐ Female
☐ Male

Date of Birth: _____

Place of Birth: _____

Citizenship ☐ US Citizen ☐ Not a citizen ☐ Resident Alien: Registration No.: _____

A legible copy of both sides of the Alien Registration Card must be included with the completed admission application.

Education Information

List below, all institutions attended, including community colleges, in chronological order. An official copy of each transcript will be required. (Attach extra sheet, if necessary.)

<u>Undergraduate School</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Degree</u>	<u>GPA</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<u>Graduate School</u>	<u>Dates Attended</u>	<u>Major</u>	<u>Degree</u>	<u>GPA</u>
_____	_____	_____	_____	_____

Emergency Contact Information

Relationship:	Last Name	First Name	MI
Street Address	City	State	Zip Code
Area Code/Phone Number (Day)		Area Code/Phone Number (Evening)	

Required Supplemental Information/Attachments to Application

☒ **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. (Individual departments may require an additional "goal statement" which cannot substitute for the Graduate School's statement.)

☒ **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.: _____

☒ **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.

Crime Awareness and the Clercy Act

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics Act, 20 U.S.C. 1092, the Annual Campus Security Report is available on the CSU Police Department website at <http://www.csu.edu/CSUPolice/index.htm>.

The Annual Security Report contains crime statistics for the three previous calendar years of reported crimes that occurred on campus or on public property within or immediately adjacent to campus. It also contains information on (1) the reporting of crimes or emergencies, (2) security of, and access to, campus facilities, (3) university police law enforcement authority, (4) security awareness programs and practices, (5) crime prevention programs, (6) drug and alcohol policy programs, (7) crime statistics, (8) where to find information on Illinois registered sex offenders, and (9) policy and procedures regarding sexual assault.

Individuals can request a paper copy of the report by submitting a written request to the CSU Police Department, 9501 S. King Dr O&M Building Room 210, Chicago, IL 60628-1598. If additional information is required regarding campus safety and security measures, please contact the CSU Police Department at 773-995-2113.

Additionally, in compliance with Illinois P.A. 95-764, and in an effort to educate the campus community about sexual assault (including prevention and awareness of sex offenses, procedures to follow if a sex offense occurs, procedures for on campus disciplinary action, possible sanctions, and distribution), online resources and campus-sponsored awareness programs are offered on an ongoing basis throughout the year. Information about above policies, procedures, services, and programs can be obtained from the Department of Student Affairs, CSU Police Department and the Student Handbook.

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.